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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) - 04 September 2025.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.

Gazette Lodgement Inquiries:

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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[Job No] ISSN 1835-2480

Vacancies

Vacancy VN-0762579

Australian Children's Education and Care Quality Authority

Closing Date:Tuesday 16 September 2025

National Projects
IHC Quality and Safety

Job Title	Senior Program Officer, Strategic Projects
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$103,178 - $140,976
Future Merit Locations	Sydney
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	1 to 2 days working in the office
Classification	
Position Number	484
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=484

The Australian Government has engaged ACECQA to deliver the In Home Care Quality and Safety Project to strengthen the capability of In Home Care services to provide safe and high quality education and care. You can read more about this project on our website: www.acecqa.gov.au/resources/projects/home-care-quality-and-safety-project.

Reporting to the Manager, Strategic Projects, the Senior Officer, Strategic Projects will provide both policy and practice expertise to support the delivery of the In Home Care Quality and Safety Project. This includes undertaking legislative analysis and review to develop policy papers and proposals; reporting on project deliverables and milestones; developing professional learning resources aligned with contemporary best practice; and providing coaching and mentoring support to service leaders and approved providers.

This role is full-time and fixed term to 30 June 2026 at ACECQA Band 5/6 ($103,179-$140,976) with possible opportunity for extension for the right candidate. Flexible work arrangements will be considered.

Duties

Key Accountabilities

- Undertake research, policy and legislative review, including analysis of quantitative and qualitative data, to develop evidence-based strategies, frameworks, tools and resources to support project objectives.
- Prepare evidence-based briefs, reports and policy papers for internal and external stakeholders that support sector capacity building and practice uplift.
- Develop interactive, engaging, and responsive resources, training materials and publications for children's education and care service providers, service leaders, educators and families.
- Facilitate professional development and consultative activities, both in person and virtually, through workshops, webinars, communities of practice, and one on one intensive support, as required by the project schedule.
- Build and maintain effective professional relationships with key stakeholders such as early childhood education and care approved providers, service leaders and educators and other key stakeholders to build their capability to implement their regulatory obligations and promote continuous quality improvement. • Work cooperatively across project teams and internal and external subject matter experts to contribute to research and evaluation activities, reporting, policy development and project objectives.
- Maintain consistent, transparent and accurate records in line with ACECQA's Records policies and procedures.
- Act ethically and professionally in accordance with ACECQA's values of Integrity, Commitment, Respect and Collaboration.
- Other duties as required.

Eligibility

About You

To be successful in this role you will need:

- Knowledge of contemporary best-practice children's education and care practice, current legislation and emerging policy trends, including highly developed knowledge of the NQF.
- Ability to build and sustain collaboration with children's education and care service providers and service leaders to support quality practice improvement.
- Conceptual, analytical and research skills including recent experience undertaking policy analysis and review to develop advice to inform organisational and/or government decision making.
- Oral and written communication skills, including the ability to facilitate training and consultation, develop and edit reports, policy papers, frameworks and tools, and develop engaging resources for a diverse range of audiences.
- Microsoft 365 Suite skills to develop and deliver professional and engaging resources, reports and presentations, including Microsoft Word, Excel, PowerPoint and Teams.
- A tertiary qualification in early childhood education, special education, or a related field of study (or comparable professional experience).
- A tertiary qualification in adult learning and development (or equivalent experience in a similar role).

While not essential, the following attributes will greatly assist you in the role:

- Experience leading or supporting professional development for approved providers or service leaders in an education and care context.
- Microsoft Excel skills to generate data visualisations, charts and reports.

Notes

How to apply

The closing date for applications is Tuesday 16th September 2025 at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to Senior Officer, Strategic Projects vacancy and click **Apply for Job**. The application process will require you to:

1. Clearly address each of the essential and desirable criteria contained in the position description in a cover letter of no more than 3 pages.
2. Attach a CV of no more than 3 pages.
3. Attach a written response to the targeted question below of no more than 300 words.
4. Provide the details of at least two referees within the last three years of employment who can attest to your capability for this role.

All complete applications will be acknowledged.

Targeted Questions

You have been asked to develop and lead a 30-minute webinar on the topic of continuous quality improvement. How would you approach this task? What concepts would you cover?

More information

If you have any questions about the role, please email the Manager, Strategic Projects Megan Bedford at Megan.Bedford@acecqa.gov.au

If you have any questions about the recruitment process, please email the HR team at recruitment@acecqa.gov.au.

Notice to agencies

ACECQA will not accept applications from any source other than directly from a candidate for this vacancy. Recruitment agencies must have received instructions from ACECQA in relation to a specific vacancy in order to submit applications on behalf of candidates.

ACECQA is collecting the information requested in the advertisement for the purpose of selection, recruitment and engagement of staff. ACECQA is authorised to do so by the Education and Care Services National Law. Please refer to our Privacy Policy which can be accessed at http://www.acecqa.gov.au/privacy-policy

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, +61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=4

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Vacancy VN-0762096

Australian Competition and Consumer Commission

Closing Date:Sunday 07 September 2025

Specialist Advice and Services Division
Data and Intelligence Branch Infocentre

Job Title	Public Information Officer / Senior Public Information Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$72,348 - $87,558
Future Merit Locations	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	Employees are required to work 2 days per week in the office.
Classification	APS Level 3;APS Level 4
Position Number	EA2025/146
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 to feed into the other work of the agency, to make a real difference for Australian consumers?**

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 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

What you will do as the Public Information Officer / Senior Public Information Officer

As a Public Information Officer/Senior Public Information Officer, you will play a key role in engaging with the public, businesses, and internal stakeholders to promote compliance with consumer and competition law. As the first point of contact for Australian consumers and businesses, you will provide advice on how to resolve disputes, record and refer matters for further action, and contribute to the ACCC's compliance and enforcement work. This role offers the opportunity to develop your knowledge of competition and consumer law while working in a collaborative and supportive team environment. For Senior Public Information Officers, you will also provide guidance and support to other team members, including how to apply documented guidelines and procedures.

In this role, key tasks include:

- responding to enquiries about consumer rights, obligations, and potential breaches of the Competition and Consumer Act, and providing clear and accurate information to the public.
- identifying and escalating reports of potentially concerning conduct for further assessment under the ACCC's Compliance and Enforcement Policy.
- being an agile, collaborative and effective team player.
- working in a scheduled environment and contributing positively to the ACCC's priorities and objectives.

About you

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.
- you to be an agile, collaborative and effective team player.
- as a Senior Public Information Officer (ASP4), you will also require 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.

Eligibility
Notes

How to apply

You will be asked to respond to the statement of claims of no more than 500 words and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Alex Chambers, 02 6243 4983
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0762252

Australian Competition and Consumer Commission

Closing Date:Sunday 14 September 2025

Specialist Advice and Services Division
Mergers and Exemptions Law Unit

Job Title	Lawyer - Mergers and Exemptions Law Unit
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Perth WA, Sydney NSW, Townsville QLD, Melbourne VIC
Salary	$95,374 - $111,590
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	All ACCC/AER employees are required to work a minimum of 2 days a week onsite
Classification	APS Level 5;APS Level 6;Government Lawyer;Senior Government Lawyer
Position Number	EA2025/154
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 provide strategic and legal policy advice and other legal services at an agency that helps protect everyday Australian consumers?**

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

- provide legal (including strategic and legal policy) advice on complex issues relating to the functions and powers of the ACCC under the CCA, including the functions and powers under the new merger regime.
- conduct legal and related research into complex matters relevant to ACCC responsibilities under relevant legislation.
- assist with the conduct of investigations and court proceedings for the ACCC, including working closely with external lawyers.
- assist the ACCC in the performance of its dispute resolution functions, draft and / or settle complex court documents (including pleadings and submissions), s 155 notices, s 87B undertakings and other legal documents in support of investigations and litigation.

Eligibility

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

- admission as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.
- experience in working effectively as a lawyer advising and guiding line areas under very tight timeframes.
- experience advising in relation to Part IV of the *Competition and Consumer Act 2010* —particularly in respect of merger clearances and competition exemptions—or administrative law, would be an advantage but is not essential.

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 agency.

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To Apply

Position Contact	Andrew Gun, (03) 9290 1853
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0762352

Australian Competition and Consumer Commission

Closing Date:Sunday 14 September 2025

Competition Division
Enforcement, Coordination & Strategy

Job Title	Paralegal
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Melbourne VIC, Adelaide SA, Hobart TAS, Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Perth WA
Salary	$72,348 - $78,092
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	Employees are expected to work at least 2 days per week on site
Classification	APS Level 3
Position Number	EA2025/158
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 make a meaningful impact in the legal field as a dedicated paralegal for one of Australia's most essential government agencies?**

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

In this role, you will:

- assist with a range of compliance activities and enforcement investigations across the Division
- undertake document review and analysis in Nuix Discover
- identify vital information relevant to the investigation, as outlined by the investigation team
- assist in the planning and delivery of compliance activities and projects
- undertake research, including both industry and legal research, and present it in a clear, concise and articulate manner
- provide administrative support and assist with the coordination of more complex matters and projects
- prepare draft correspondence and reports.

Eligibility

About you

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

- familiarity with assisting in technology assisted document review processes, or ability to quickly pick up and understand technology assisted review
- exposure to, or ability to quickly obtain working knowledge of, legal technology or litigation review platforms such as Nuix (Ringtail) or Relativity (or similar) is strongly preferred
- competence in the use of technology, databases and Microsoft Office software
- strong critical thinking skills and high attention to detail
- ability to work independently and as part of multi-disciplinary teams.

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 agency.

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To Apply

Position Contact	Amanda Martin, 6243 1036
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0762358

Australian Competition and Consumer Commission

Closing Date:Sunday 14 September 2025

Corporate
Finance

Job Title	Assistant Director, Procurement
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Hobart TAS, Canberra ACT, Sydney NSW, Townsville QLD, Darwin NT, Perth WA, Adelaide SA
Salary	$123,702 - $136,900
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	Executive Level 1
Position Number	EA2025/155
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 lead a small team to deliver high quality procurement advice and support to the ACCC by ensuring compliance to all relevant frameworks, rules and policies?**

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

What you will do as the Assistant Director

The Assistant Director role within the ACCC's Corporate Procurement Team is responsible for a range of procurement and contract management outcomes. As the Assistant Director, you will:

- supervise a small team of procurement professionals responsible for the compliance and delivery of high-quality procurement and contract management results.
- provide expert advice and assurance on ACCC procurement and contract processes including the development and compliance review of procurement plans, minutes, request for tender documentation, panel arrangements, evaluations, negotiations, probity matters, contracts, and stakeholder engagement.
- manage the development and continuous improvement of ACCC procurement policies and processes in consultation with key stakeholders.
- participate in formal procurement and contract management forums and committees such as the Centre of Procurement Excellence.

Eligibility

About you

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

- demonstrated experience and a strong understanding of the application of the Commonwealth Government procurement framework including the Commonwealth Procurement Rules, connected polices and emerging Whole of Australian Government (WoAG) requirements.
- demonstrated experience undertaking end-to-end procurement that includes reviewing and providing constructive advice on procurement plans, approval minutes, contracts and evaluation reports.
- demonstrated experience leading, mentoring and developing a team, across multiple priorities, to achieve results within a high-performance team environment.
- excellent organisational skills with the ability to effectively manage several competing priorities and strategic directions.

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 agency.

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To Apply

Position Contact	Melissa Baker, (02) 6243 4937
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0762373

Australian Competition and Consumer Commission

Closing Date:Sunday 14 September 2025

Corporate
Finance

Job Title	Procurement and Contracts Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Hobart TAS, Canberra ACT, Brisbane QLD, Townsville QLD, Darwin NT, Perth WA, Adelaide SA
Salary	$80,643 - $87,558
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 are required to work on site at least 2 days per week
Classification	APS Level 4
Position Number	EA2025/160
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 contribute to the delivery of procurement and contract management outcomes for the ACCC?**

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

What you will do as the Procurement and Contracts Officer

- Monitor and manage multiple tasks simultaneously, ensuring accurate and up-to-date data entry and tracking of procurement activity and contracts.
- Provide proactive administrative and operational support daily by monitoring procurement activity in the procurement mailbox.
- Maintain records, reports, databases and audit documents ensuring compliance with records management requirements, agency and procurement policies.
- Work within tight timeframes, changing deadlines to deliver priorities and workload.

Eligibility

About you

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

- Demonstrated experience working with a Financial Management Information System.
- High level of computer proficiency, including but not limited to the Microsoft Office Suite of programs.
- Well-developed communication, organisational and time-management skills.
- Demonstrated experience working collaboratively with internal teams, business stakeholders and external entities to achieve service delivery outcomes.

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 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	Linda Jarmakani, (03) 9910 9478
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0762377

Australian Competition and Consumer Commission

Closing Date:Sunday 14 September 2025

Corporate
Finance

Job Title	Procurement Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Hobart TAS, Canberra ACT, Sydney NSW, Brisbane QLD, Townsville QLD, Darwin NT, Perth WA, Adelaide SA
Salary	$89,946 - $95,374
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 are required to work 2 days per week on site
Classification	APS Level 5
Position Number	EA2025/159
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 support the ACCC by delivering expert advice and assurance on procurement and contract processes?**

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

What you will do as the Procurement Officer

- Provide expert advice and assurance on ACCC procurement and contract processes including the development and compliance review of procurement plans and minutes, request for tender documentation, panel arrangements, evaluations, negotiations, probity matters, contracts, and stakeholder engagement.
- Respond to advice requests in a timely professional manner, escalating sensitive or complex issues to the team where appropriate.
- Work collaboratively with internal teams, business stakeholders and external entities to achieve service delivery outcomes.
- Contribute to the development, maintenance and continuous improvement of tools, templates, and standard operating procedures.

Eligibility

About you

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

- Demonstrated experience and a strong understanding of the application of the Commonwealth Government procurement framework including the Commonwealth Procurement Rules, connected polices and emerging Whole of Australian Government (WoAG) requirements.
- Demonstrated experience undertaking end-to-end procurement that includes reviewing and providing constructive advice on procurement plans, approval minutes, contracts and evaluation reports.
- Demonstrated experience in contributing to continuous improvement by updating intranet pages and delivering training.
- Demonstrated experience in effectively managing several competing priorities and strategic directions.

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

Notes

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To Apply

Position Contact	Linda Jarmakani, (03) 9910 9478
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0762507

Australian Competition and Consumer Commission

Closing Date:Monday 22 September 2025

Australian Energy Regulator

Job Title	Chief Executive Officer, Australian Energy Regulator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$465,000 -
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 arrangement will be negotiated with the candidate
Classification	Senior Executive Service Band 3
Position Number	EA2025/147
Agency Website	https://www.accc.gov.au/

Job Description

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

· **High impact role in the regulation of the gas and electricity markets in Australia**

· **Opportunity to lead a dedicated and capable team**

· **Collaborate and influence at senior, national levels**

About the Australian Energy Regulator:

The Australian Energy Regulator (AER) works to make Australian energy consumers better off, now and in the future. The AER focuses on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. Our Strategic Plan 2020-2025 describes how we will achieve this, under 4 strategic objectives:

1. Protect vulnerable consumers while enabling all consumers to participate in electricity and gas markets

2. Effectively regulate competitive electricity and gas markets primarily though monitoring and reporting, and enforcement and compliance

3. Deliver efficient regulation of monopoly electricity and gas infrastructure while incentivising networks to become platforms for energy services

4. Evolve our regulatory frameworks and approaches to support the transition to net zero emissions.

Amidst evolving economic conditions, we require a leader who can navigate the complex regulatory landscapes and help shape the AER into a recognised, high performing regulator who is committed to transparently with all stakeholders invested in the affordable and reliable supply of energy.

Duties

About the Role:

The AER’s Chief Executive Officer (CEO) performs a critical role in leading and delivering the day to day operational aspects of the AER, in line with the AER Board’s expectations.

Key Accountabilities and Responsibilities

·Provide strategic leadership and direction, including supporting the development of and execution of the AER’s Strategic Plan (2026–2030) and Corporate Plan, embedding a culture of performance, accountability, and innovation across the agency.

·Develop and manage the AER’s annual budget, ensuring activities are conducted within approved parameters and aligned with the strategic priorities

·Lead and empower the senior leadership team, assigning responsibilities clearly, supervising performance and fostering a high performing, values-driven culture

·Maintain regular contact with the Chair ensuring timely communication of developments that might require board-level action

· Oversee strategic and operational planning, identifying objectives and strategies required to achieve the AER’s approved strategic plan

·Recommend significant operational changes to the Board as required, ensuring responsiveness to emerging challenges and opportunities

·Ensure the Board is provided with accurate, timely and clear information and materials, enabling effective governance and decision making

·Implement board approved policies, processes and codes, ensuring alignment with broader APS governance frameworks

·Instil and reinforce the AER's purpose and values, promoting ethical and responsible behaviour, innovation, and excellence

·Represent the AER externally, providing a strong, credible presence in engagements with senior government officials, regulators, industry leaders, and consumer groups. Model exemplary standards of behaviour, stewarding the agency and articulating the organisation’s culture thereby fostering a positive internal climate.

·Attract, engage and retain high performing employees creating and sustaining a culture and workplace that support them to thrive and deliver productive outcomes for the AER.

Eligibility

Selection Criteria:

To be successful in the role you will have:

· Executive-level management experience and a proven track record of leadership within a dynamic, complex, and multifaceted public or private sector environment.

· Understanding of the operations of governments and regulators.

· Knowledge of Australian electricity and gas markets, and the role, purpose and objectives of the AER.

· Proven ability to manage performance against budget, organisational and cultural change, operational risk and lead innovation.

· Tertiary qualifications in law, economics / commerce, engineering, public policy or related fields.

Notes

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To Apply

Position Contact	Andrew McEncroe from Derwent, publicsector@derwentsearch.com.au
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0762542

Australian Competition and Consumer Commission

Closing Date:Sunday 14 September 2025

People Development
People Branch

Job Title	Assistant Director Learning & Capability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Perth WA
Salary	$123,702 - $136,900
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	Executive Level 1
Position Number	EA2025/165
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 lead the development of the ACCC's learning and capability programs?**

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

The Assistant Director Learning and Capability will lead the development, delivery and ongoing improvement of the ACCC's learning and capability programs. They will implement a comprehensive review of the agency's capability framework, align that with the functionality of the Learning Management System and integrate that with the ACCC's performance and development processes to drive capability in line with the new strategic plan.

- Lead the development, delivery and ongoing improvement of the ACCC's learning and capability programs.
- Maintain and implement the ACCC Capability Framework.
- Development and implementation of the SES and whole of agency Performance Framework.
- Design and implement a skills taxonomy aligned to the ACCC's job family framework.

Eligibility

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

- Demonstrated experience leading a learning and development team or similar role in a fast-paced and large complex people-centred organisation.
- Demonstrated expertise in learning and capability strategy, design, delivery and evaluation.
- Experience managing learning systems, mandatory training programs and enterprise capability frameworks.
- Strong understanding of performance frameworks and talent development models, including the 70:20:10 model and how to operationalise it in a hybrid learning environment.

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

Notes

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To Apply

Position Contact	Matt Mulvihill, 08 8213 3496
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0762471

Australian Electoral Commission

Closing Date:Sunday 21 September 2025

Enterprise Strategy and Transformation Division
Enterprise Transformation Branch Enterprise Transformation and Portfolio Management Office

Job Title	Senior Project Officer, Enterprise Transformation Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	$94,603 - $106,034
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 supports flexible workplace arrangements as per operational requirements
Classification	APS Level 6
Position Number	2025-166 13799
Agency Website	https://www.aec.gov.au/

Job Description

https://candidate.aurion.cloud/aec/production/vacancies/2912567659875398~1/edit

The Enterprise Transformation and Portfolio Management Office (ETPMO) is part of the AEC's National Office and sits within the Enterprise Strategy and Transformation Division as part of the Enterprise Transformation Branch. The Division is responsible for leading and supporting the

AEC's transformation and includes Indigo program management and product design, enterprise transformation and investment portfolio strategy and delivery oversight, enterprise change management, and data and information management.

Duties

The Senior Project Officer will play a crucial role in supporting the Assistant Director and Director of ETPMO by uniting and leading AEC staff to achieve strategic and transformation objectives. This will be accomplished through clear communication of aspirations and strategy, enhancing investment contributions via change initiatives, providing oversight and support for transformation projects, adopting adaptive strategies, and establishing enterprise-level standards.

In this role, you will work to further mature the AEC's Transformation Strategy, progress reporting, and support the AEC's Investment Prioritisation processes. You will have a well-developed capability to link the strategic outcomes to operational requirements and be comfortable engaging with leaders at all levels and in all areas of the AEC.

To excel you'll have:

- **Strong verbal and written communication skills**: Experience in providing sound, accurate, and timely advice, analysis, and reporting to facilitate decision-making by senior managers and committees.
- **Strong stakeholder engagement and relationship skills**: Demonstrated commitment to genuine collaboration with stakeholders across the organisation, including leading discussions, facilitating workshops, and negotiating with stakeholders.
- **Proven ability to manage pressure and ambiguity**: Maintain a positive and calm manner, with a focus on results and strong organisational skills, including managing competing priorities and delivering quality results within deadlines.
- **Proven ability and commitment to support the leadership team and stakeholders**: Provide considered, evidence-based advice and manage up effectively.
- **Autonomous work ethic and team collaboration**: Demonstrated ability to work independently and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.

Eligibility

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

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 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	Selina Smith, Selina.Smith@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/291256765987

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Vacancy VN-0762526

Australian Electoral Commission

Closing Date:Wednesday 17 September 2025

DEC
DEC International Engagement

Job Title	Senior Engagement Officer, International Engagement
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$94,603 - $106,034
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 supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2025-169 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

https://candidate.aurion.cloud/aec/production/vacancies/2912563617596198~1/edit

The International Engagement (IE) section provides a broad range of services to support the AEC's international partnerships and programs. IE works in partnership with electoral management bodies (EMBs) in the Indo-Pacific region, supporting them to deliver elections and building their technical capacity.

The AEC is committed to assisting EMBs in our region as part of our broader remit to defend democracy. Section 7(1) (fa) of the Commonwealth Electoral Act 1918 directs the AEC to provide international assistance in matters relating to elections and referendums.

The AEC's electoral assistance programs are built on requests for assistance from partner EMBs and are funded by the Department of Foreign Affairs and Trade (DFAT) through Australia's international development program.

Duties

We are looking for a dynamic, collaborative, self-motivated and details-oriented professional to fill a position in the International Engagement section.

As a Senior Engagement Officer, you will support the day-to-day management of the AEC's international engagement, including program management associated with the provision of election and referendum assistance to developing democracies.

The role is responsible for undertaking work that is moderately complex and/or sensitive in nature, under limited direction. Participating in section planning for short term tasks and contributing to strategic planning for longer term initiatives also forms part of this role.

On occasion, international travel, work outside of standard business hours, or additional duties at the time of an electoral event, will be a required component of the role.

To excel you'll have:

- Ability to engage and communicate in a complex cross-cultural environment and effectively anticipate international stakeholder needs.
- Ability to remain positive and respond to pressure in a calm manner, while committing energy and drive to see that goals are achieved.
- Knowledge and experience in successfully setting priorities and delivering quality results on time and on budget in a project / program context.
- Proven analytical abilities with the ability to propose and facilitate change and contribute to business improvement strategies.
- Demonstrated ability in supervising staff, including staff on temporary international deployments, while developing capabilities and embedding professionalism.
- Demonstrated personal integrity, whilst achieving results within legislative, program and policy parameters.
- Experience in the delivery of elections and knowledge of, or ability to quickly gain knowledge of, Australian electoral law and the Commonwealth Resource Framework.

Desirable

- Relevant tertiary qualifications in international relations, public administration or similar and/or practical experience working in international development, including in-country experience.
- Knowledge and experience working in international development.

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

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To Apply

Position Contact	Janine McFarlane, janine.mcfarlane@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/291256361759

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Vacancy VN-0762323

Australian Government Solicitor

Closing Date:Sunday 21 September 2025

Australian Government Solicitor
Dispute Resolution Security and Enforcement

Job Title	Senior Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
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 can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1;Executive Level 2
Position Number	TBC
Agency Website	

Job Description

http://www.ags.gov.au/employment/current-vacancies.html

Duties

- Senior Lawyers (Executive Level 1 and Executive Level 2)
- Adelaide, Brisbane, Canberra, Melbourne, Perth and Sydney
- Ongoing (permanent) and non-ongoing roles

Opportunities exist for Senior Lawyers to join our Dispute Resolution practice group in the Security & Enforcement team. We are looking for lawyers who are interested in complex and sensitive public law litigation. In these roles, part of your practice will be to work closely with security, intelligence and law enforcement agencies on national security and law enforcement related matters.

About us

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

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

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

AGS is diverse. With offices in every capital city and a team of 800 staff, including 576 lawyers, we work in more than 40 different areas of law related to government.

About the roles

The AGS Dispute Resolution practice (DR) is Australia's pre-eminent public law litigation practice. It has unrivalled experience and specialist expertise in providing dispute related legal advice and representation in every jurisdiction in Australia, across a diverse range of legal matters for Commonwealth agencies, including a very significant practice representing the Commonwealth's regulatory enforcement agencies, administrative law, tax litigation, employment law, torts law and information access law. AGS acts for the Commonwealth in the full range of disputes to which it is a party or in which it has an interest (including access to sensitive information) and advises on investigations including for law enforcement and national security agencies. DR also represents the Commonwealth before inquests, inquiries and royal commissions, and as the solicitor assisting royal commissions. In addition, DR has a specialist in-house counsel practice, led by Tim Begbie KC.

An important part of these roles is advising on law enforcement and national security issues. For example, in these roles you might:

- work on sensitive national security litigation matters for Commonwealth law enforcement and security agencies
- advise and act for the Commonwealth in respect of applications for control orders, post-sentence orders and community safety orders under the *Criminal Code Act 1995* (Cth)
- manage and advise Commonwealth agencies on issues concerning the disclosure and protection of information in civil and criminal proceedings that have significant public interest implications for government, such as where defamation proceedings are brought that relate to national security issues
- advise and act for Commonwealth agencies in prosecutions of summary offences, in coronial inquests or other judicial inquiries in various jurisdictions
- advise Commonwealth agencies on the use of investigative powers, such as search warrants or telecommunications interception warrants
- have the opportunity to support community interests though pro bono work. For more information about our pro bono work, refer to our website
- undertake advocacy work and appear in various court jurisdictions
- undertake work in other areas of law relevant to the work of AGS Dispute Resolution.

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

About you

These roles will suit experienced dispute resolution lawyers. Experience in law enforcement or national security related litigation is desirable but is not essential. Experience in other areas of public law litigation, or complex litigation, would also be valued.

The successful candidates will ideally have:

- generally, a minimum of 5 years' PQE for Executive Level 1 roles and 7 years' PQE for Executive Level 2 roles, where a substantial proportion of that post-qualification experience was gained practicing in areas relevant to this role, such as national security related litigation, public law litigation, or complex civil or criminal litigation
- experience in managing litigation and dispute resolution matters (experience in managing law enforcement related litigation is desirable but not essential)
- experience supervising junior lawyers (or the demonstrated capacity to do so)
- the ability to work under pressure, excellent interpersonal skills and the ability to persuade, think creatively and deliver innovative client-focused legal solutions
- the ability to clearly articulate technical arguments and draft advisory opinions.

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

With open door access to some of Australia's most respected lawyers, we are a developer of talent and critical thinking and you will partner with our clients to deliver creative solutions to current and emerging legal issues of national importance.

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

To apply

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the Negative Vetting 2 (NV2) level or, if required, the Top Secret Positive Vetting (TS-PV) level.

To apply, please click the ‘Apply’ button. Applications close at 5:00pm (AEST) on Sunday, 21 September 2025.

Further enquiries

Further information can be obtained by contacting Jill Mackay, Human Resources Business Partner on 02 9581 7568.

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 agency.

About the Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General’s Department. Our team of around 800 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Jill Mackay, 02 9581 7568
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0762578

Australian National Maritime Museum

Closing Date:Sunday 14 September 2025

Visitor Engagement and Learning
Learning

Job Title	Digital Learning Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pyrmont NSW
Salary	$94,563 - $105,910
Future Merit Locations	Pyrmont
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	0062
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

The Australian National Maritime Museum is seeking an experienced and innovative Digital Learning Project Officer to join the Learning team in this full-time non-ongoing APS level 6 position for 12-months.

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 sea.museum.

Duties

About the Role

The Digital Learning Project Officer is responsible for the Museum's online school learning program which includes virtual excursions and online learning resources for K-12 teachers and students. The role requires research, design and evaluation skills to produce and maintain accessible digital learning experiences across a wide range of ages and subject areas. Through collaborations and digital delivery tools, this role leverages curriculum-linked content, to extend the reach of the Museum around the country.

Please note: This recruitment process is intended to fill both current and future vacancies. While the position on offer is non-ongoing, a merit pool of suitable applicants may be established to fill similar ongoing and non-ongoing positions within the next 18 months.

Key Accountabilities

Under limited direction, this position is responsible for delivering the following functions:

- Design, coordinate, and deliver high-quality virtual excursions and webinars, collaborating with internal and external stakeholders to ensure engaging and curriculum-aligned learning experiences.
- Research, develop, and review innovative web-based learning resources that meet the requirements of the Australian Curriculum and support diverse learner needs.
- Provide advice to the Learning Manager on project budgets, resourcing, and timelines, ensuring projects are planned, delivered, and evaluated effectively.
- Collaborate with the Marketing team to develop and implement promotional campaigns for school learning programs, including EDMs, social media, and other targeted channels.
- Partner with the Digital team to review, update, and create new content on the Museum's Learning website, ensuring resources are current, accessible, and engaging.
- Identify, assess, and manage risks associated with digital learning projects, implementing strategies to ensure compliance with Museum policies and standards.
- Establish and manage evaluation processes, including surveys and data collection, to measure impact, inform reporting, and guide continuous improvement.
- Oversee the operation and maintenance of digital learning equipment, ensuring technology supports program delivery effectively and efficiently.
- Contribute expert advice and operational support across the Learning team, assisting with the delivery of programs, projects, and initiatives as required.
- Drive innovation and continuous improvement in digital learning practices, identifying opportunities to enhance delivery methods, user experience, and program reach.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated expertise in researching and developing curriculum-aligned digital and classroom learning resources for K–12 students, with a proven ability to design engaging, innovative content.
2. Proven experience coordinating and delivering virtual excursions and online programs, including the effective operation and maintenance of digital learning equipment and platforms.
3. Highly developed stakeholder engagement and collaboration skills, with the ability to build and maintain productive relationships across internal teams, schools, and external partners to deliver high-quality learning outcomes.
4. Strong communication skills, both written and verbal, with the ability to tailor content and messaging for diverse audiences, including educators, students, and stakeholders.
5. Demonstrated ability to manage competing priorities and complex projects, exercising sound judgment, initiative, and problem-solving to meet deadlines and achieve strategic outcomes.

Qualifications and/or relevant experience required

Mandatory:

- A degree in primary and/or secondary education, with specialisation in History and/or First Nations cultures, or equivalent educational experience in a cultural institute.
- A strong track record in researching and developing digital and/or face-to-face learning programs aligned with the school curriculum.
- Experience in the delivery of virtual excursions to K-12 students and teachers.

Desirable:

- Experience in evaluating and improving programs to respond to audience feedback.
- Experience with the Drupal Content Management System (CMS).
- Success in engaging with education professional bodies.
- Experience working with Aboriginal and Torres Strait Islander people and cultural content.
- Demonstrated experience in WHS monitoring and risk assessment procedures.

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. Applications may be accepted from Australian permanent residents who are in the process of acquiring Australian citizenship.

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

Applications Close: 11:30pm AEST, Sunday 14 September 2025. No Applications will be accepted by mail or email.

Please note interviews are expected to be conducted week commencing 22 September 2025.

When applying via our online e-recruitment system, please provide a written application addressing each Selection Criteria. 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.

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.

What We Offer You

Working at the Museum offers a stunning office location plus access to a range of benefits including:

- A competitive salary, plus 15.4% superannuation
- Generous leave and flexible working arrangements
- Great training and development opportunities
- Rewards and recognition initiatives
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- Wellbeing initiatives including free flu shots and reimbursement for optical
- Staff Regatta – Sailing on the Harbour.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the Australian National Maritime Museum

To Apply

Position Contact	Mathew Sloane, 02 9298 3723
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20peop

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Vacancy VN-0762453

Australian Security Intelligence Organisation

Closing Date:Monday 29 September 2025

Job Title	AE5 Team Member - Intelligence Response Centre - Shift work
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$97,122 - $104,249
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	01220252026
Agency Website	www.asio.gov.au

Job Description

https://www.careers.asio.gov.au/public/jncustomsearch.searchResults?in_organid=12852

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. In a complex, challenging, and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable, and resilient.

We seek to reflect the diversity of 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.

The opportunity

ASIO is looking for team members to fill various positions in the 24/7 Intelligence Response Centre (IRC) at the AE5 (APS5) level to support our mission. To be successful in our mission, we need people who are highly capable, dedicated, adaptable, and resilient. The IRC is responsible for monitoring, alerting, and reporting on 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 – protecting Australia and Australians from threats to their security.

This role requires officers to undertake shift work. Arrangements cover a mix of day, night, weekend, and public holiday shifts. Shift rosters are either 4 shifts on and 4 days off, or 5 shifts on and 5 days off. Shifts are 12 hours in duration. Shift work positions attract a shift penalty of 38. 95 per cent, with rosters providing a regular pattern of work that allows officers to balance their work with other priorities.

Duties

Role responsibilities

As an AE5 IRC officer, your role will include:

• 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 and maintaining professional relationships with external partners.

• Managing a number of other investigative and analytical duties.

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 high-volume, dynamic 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.

What we offer you

ASIO provides a number of benefits to its staff, including:

• A competitive salary, including a Weighted Average Shift Penalty for shift workers 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 to 7 staff-led diversity and inclusion networks.

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

• Access to an Employee Assistance Program (EAP).

Eligibility

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.

ASIO 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

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. 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.

Location

This position is located in Canberra and applicants must be willing to relocate. Assistance is provided to successful applicants where ASIO requires you to relocate.

We advertise positions nationally to give everybody the opportunity to apply. Due to this, some external advertising platforms may display other capital cities.

How to apply

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

• A written pitch of up to 2 pages using examples to demonstrate how your skills and experience meet the requirements.

• 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 manager.

Before applying you should familiarise yourself with 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.

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.

Closing date and time

Monday 29 September 2025 at 11:59pm AEST.

No extensions will be granted and late applications will not be accepted.

Notes

The Recruitment Selection Process – what to expect

We thank all applicants for their interest in applying for the AE5 Team Member – Intelligence Response Centre role. Please be advised that 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 themselves may include; application submission, eligibility checks, online testing, skills-based assessment centre and panel discussion.

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.

We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection 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

In 2024, ASIO achieved the Australian Workplace Equality Index (AWEI) Gold Standard, recognising ASIO’s inclusion work and positive culture. ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status. ASIO has proudly retained AWEI Gold Standard in 2025.

The ASIO Diversity and Inclusion Strategy reflects ASIO's commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO's Diversity and Inclusion networks, please visit: www.asio.gov.au/about/diversity-and-inclusion.

Enquiries

If you require further information after reading the selection documentation, please contact **ASIO Recruitment** at careers@asio.gov.au or phone **02 6263 7888**.

More information

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

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 62637888
Agency Recruitment Site	https://www.careers.asio.gov.au/public/jncustomsearch.searchResults?in

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Vacancy VN-0762532

Job Title	Assistant Director, Compliance, Governance and Assurance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$136,428 - $152,454
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	Executive Level 1
Position Number	01420252026
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. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

We seek to reflect the diversity of 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.

The opportunity

ASIO is seeking highly motivated candidates with strong leadership skills and a strategic vision to join our team as Compliance, Governance and Assurance leaders. Governance processes and oversight guide ASIO in achieving its mission and meeting public expectations. Successful candidates will drive compliance culture, and support ASIO in executing its functions in line with legislation, internal policies and procedures, and the Ministers Guidelines.

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

Successful applicants will ensure ASIO meets its compliance, governance and assurance obligations. As a key member of ASIOs leadership team you will:

• Develop and implement compliance, governance and assurance frameworks and initiatives to manage risk and promote a culture of compliance.

• Lead reviews and investigations to ensure compliance with legislative, regulatory and internal policy requirements.

• Proactively engage with governance and oversight bodies on compliance issues and resolutions.

• Monitor and report on compliance and governance, including identifying emerging trends and providing recommendations for improvement

• Develop and implement systems to provide assurance to the Senior Executive.

• Enhance compliance, governance and assurance outcomes through expert advice, training and targeted uplift activities.

• Build and maintain strong stakeholder relationships.

• Manage governance arrangements and forums

What you will bring

We invite applications from people with the following attributes:

• Demonstrated ability to build capability and lead teams to deliver against organisational goals.

• Highly developed interpersonal skills and the ability to build productive working relationships.

• Excellent written and verbal communication skills, along with prioritisation and organisational skills.

• Demonstrated ability to communicate with influence including to translate complex findings in ways that can be easily understood.

• Excellent analytical and research skills with a demonstrated ability to produce high-quality actionable reports and advice.

• Ability to develop an understanding of the legal framework that governs ASIO functions and the policy framework that underpins this.

Eligibility

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.

ASIO 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

ASIO is committed to fostering a diverse and inclusive environment for candidates to participate within all stages of the selection process. These opportunities may include reasonable adjustment to assessment methodologies to enable full participation. 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.

Location

These positions are located in Canberra. Relocation assistance is provided to successful applicants when relocating.

We advertise positions nationally to reach the broadest audience. Please refer to the above location before applying.

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

• A competitive salary, including a 7.5 per cent allowance for maintaining a TOP SECRET-Privileged Access security clearance.

• Employer superannuation contributions of 15.4 per cent

• A variety of leave options, in addition to the standard 4 weeks annual leave to ensure your work-life balance.

• Flexible working arrangements. (Please note that due to our unique working environment, work from home options are generally not available).

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

• Access to 7 staff-led diversity and inclusion networks.

• Access to an Employee Assistance Program (EAP).

How to apply

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, as well as any academic qualifications or relevant training you may have undertaken.

• Details of 2 referees, which must include a current supervisor.

Before applying you should familiarise yourself with 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.

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

Closing date and time

Monday 22 September 11:59pm AEST

No extensions will be granted and late applications will not be accepted.

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

In 2024, ASIO achieved the Australian Workplace Equality Index (AWEI) Gold Standard, recognising ASIO’s inclusion work and positive culture. ASIO was one of only 7 public sector employers, and the first Australian intelligence agency, to achieve this status. ASIO has proudly retained AWEI Gold Standard in 2025. The ASIO Diversity and Inclusion Strategy reflects ASIO’s commitment and recognises the benefits of being a diverse and inclusive organisation. For further information about ASIO’s Diversity and Inclusion networks, please visit: www.asio.gov.au/about/diversity-and-inclusion.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6263 7888.

More information

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

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6263 7888
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0762605

Australian Skills Quality Authority (ASQA)

Closing Date:Wednesday 17 September 2025

Policy and Engagement
Internal Review and Appeals

Job Title	Senior Legal Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	$117,774 - $129,220
Future Merit Locations	Brisbane, Sydney, Canberra, Melbourne, Hobart, Adelaide, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Split work on site / work from home options available
Classification	Executive Level 1
Position Number	TBC
Agency Website	https://www.asqa.gov.au/

Job Description

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

Who we are

We are Australia’s National Vocational Education and Training (VET) regulator.

What we do

We regulate providers that deliver VET qualifications and courses to students in Australia or offer Australian qualifications internationally, providers that deliver VET courses to overseas students, and certain providers that deliver English Language Intensive Courses for Overseas Students. We also accredit VET courses to make sure nationally approved standards are met.

Why we do it

We ensure quality VET so that students, industry, governments and the community have confidence in the integrity of national qualifications issues by training providers, and that students are protected from any practices that come at the expense of their ability to gain the required competencies.

ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge.

Visit our website for more information about ASQA , including our role and how we regulate.

About the Team

The *Internal Review and Appeals Team* has responsibility for undertaking statutory reviews of primary decisions to ensure that ASQA's decisions support the integrity of the national qualifications issued by training providers. The team also manages cases that are in dispute in the Administrative Review Tribunal (ART).

Duties

About the Opportunity

We are seeking a ***Senior Legal Officer*** who will be a pivotal part of a cross-functional team managing appeals filed in the ART. They will work independently, as well as part of the Internal Review and Appeals Team.

Key responsibilities include:

- carriage of a range of proceedings either personally or as an instructing officer before the ART for review of ASQA's regulatory decisions
- providing level legal advice and guidance to a broad range of internal stakeholders including the Commissioners and the Senior Management Group as it relates to the carriages of matters
- corresponding with internal and external stakeholders, seeking instructions on various matters, instructing external legal services providers and drafting legal documents
- actively contributing to managing change, and implementing ASQA's strategic direction by assisting in the development and implementation of strategies, operational policy and procedures and change initiatives
- reviewing and providing advice on a range of documents for legal accuracy/implications
- monitoring relevant case law, legislative and policy changes and providing ASQA management advice regarding any implications arising.

Skills and experience

To succeed in this role, you will have:

- knowledge, or the ability to quickly develop knowledge, of administrative law and the legislative and compliance requirements relevant to the VET sector, along with knowledge of the Commonwealth legal framework
- demonstrated experience in undertaking legal analysis, developing litigation strategy and providing high quality, evidence-based advice and recommendations on legal matters
- excellent analytical, written and oral communication skills along with highly developed organisational skills including the ability to meet deadlines and to work under pressure

- the ability to effectively engage and collaborate with diverse stakeholders and build trusted relationships and partnerships, including on complex or sensitive issues demonstrated ability to engage in persuasive written and oral advocacy in tribunals and in other legal environments.

Mandatory Qualifications and/or Experience:

- A degree in Laws from an Australian Tertiary Institution or a comparable overseas qualification which is appropriate to the duties of the classification.
- Admission, or the ability to be admitted, as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

Desirable Qualifications and/or Experience:

- Experience in litigation, preferably in the ART.
- Understanding of VET in Australia including the regulatory framework (or the capacity to quickly develop such an understanding).

*****Please note – this role is initially non-ongoing until 30th June 2026 – with the possibility of extension or conversion to ongoing in the future.*****

What we offer

We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

You will be joining a dynamic workforce at ASQA that will support you to thrive in your career.

You will have access to:

- generous leave entitlements
- a competitive salary (with clear and transparent salary progression and scheduled salary increases)
- 15.4% superannuation
- flexible working arrangements that promote work-life balance, including working from home and hybrid working arrangements
- flexible working hours
- professional development opportunities
- health and wellbeing events throughout the year
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members
- a $300 annual healthy lifestyle allowance
- additional paid time off during the Christmas close-down period.

Benefits of working in the APS

- *Purpose and meaning* - the Australian Public Service (APS) offers a clear purpose and meaningful work where you can make a positive impact in people's lives.

- *Opportunities to learn and grow* - regardless of where you are in your career or what your skills are, there's a pathway and role for you.
- *Community and belonging* - we believe everyone belongs. Our leaders are focused on building a workplace which values diverse views, backgrounds, abilities, and perspectives.
- *Flexibility and balance* - we are committed to offering flexibility for all APS roles. We know flexibility is important so you can balance your work and personal priorities.
- *Conditions and lifestyle* - be a part of a secure, dynamic public service with great conditions of employment in a diverse range of roles and locations to support your lifestyle.

We encourage applications from Aboriginal and Torres Strait Islander peoples, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+) community, people with culturally and linguistically diverse (CALD) backgrounds, and people with neurological differences.

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 delegate has agreed, in writing, to the contrary.
- The successful applicant will be required to undergo pre-employment checks including a Federal Police Check and obtain a minimum Baseline Security Clearance (if they do not already hold a clearance).

Notes

How to apply

Visit Current Vacancies for more information.

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

Please include the following in your application:

• a two-page pitch detailing your skills, background, and experience relevant to the role.

• a resume/CV, including the name and contact details of two referees (one should be your current supervisor/manager).

When preparing your two-page pitch and resume, you should consider the relevant duties, selection criteria, skills, values and attributes required for the role, as outlined above and in the Position Description.

Please ensure you provide specific, relevant examples of your work that will demonstrate your ability to perform the role.

If you have questions about this exciting opportunity, please contact Tish McMullen, Director, Internal Review and Appeals via tish.mcmullen@asqa.gov.au

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

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

Applications close: Wednesday, 17th September 2025 at 11:30pm (AEST)

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the Australian Skills Quality Authority (ASQA)

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

To Apply

Position Contact	Tish McMullen, tish.mcmullen@asqa.gov.au
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

Australian Sports Commission

Closing Date:Tuesday 16 September 2025

Sports Intelligence & Analytics
AIS Performance

Job Title	$43.61 | $54.51 incl 25% loading
Job Type	Casual, Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$44 - $55
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Work From Home;Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 5
Position Number	7148
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=0A7D592A-57E6-3C1A-C87E-E431B4F3EB98

Duties

Applications close at 11:30 pm **AEST on the 16th of September 2025** (late applications will not be accepted).

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

Are you up for the challenge?

About the team – The Sports Intelligence & Analytics team leverages data to enhance athlete performance and deliver a competitive advantage to Australia's high-performance system. The

team delivers data engineering, data analytics, data science and data governance support and leads the administration of the Athlete Management System for the Australian high-performance system.

About the role – The role will be responsible in providing support in relation to the delivery of the Athlete Management System (AMS). The support consultant will assist in projects, implement methods aimed at improving data quality and analysis and assist in support-related tickets.

In consultation with internal and external stakeholders, implement the organisational strategic agenda to achieve section and business outcomes. This includes:

- Develop knowledge and expertise in Smartabase as a technical expert and trusted advisor to the network.
- Provide comprehensive support to sports, institutes, coaches, practitioners and athletes.
- Liaise with a range of performance professionals to develop, evaluate and improve data capture and analysis methods for AMS.
- Liaise with end users of the data to ensure that data emanating from the system will provide reliable support for athletes, coaches, scientists/clinicians, and management.
- Assist in the development and implementation of policies, guidelines and other resources that deliver business outcomes for the ASC.
- Actively promote and role model the ASC values of Excellence, Integrity, Respect and Teamwork, and contribute to positive organisational change, effective communication, and continuous improvement at the ASC.

About you –

- Tertiary qualifications and/or demonstrated experience in the field of sports management, sport science, information management, information technology, or business administration.
- Experience in high performance sport (or other high-performance area).
- Detailed knowledge and technical expertise of Smartabase.
- Detailed knowledge of AMS administration structure.
- Technology support, implementation, and system management experience
- Collaborative skills: work effectively with cross-functional teams
- Communications skills: excellent written and verbal communication skills for documentation and customer support duties, and must also be comfortable communicating complex concepts to others having diverse levels of seniority and technical competence
- Customer service skills: demonstrated ability to provide customer support and deal with escalated customer issues
- Problem-solving skills: drive to offer solutions to problems, as well as with a passion for innovation
- Interpersonal skills: effectively influence and communicate cross-functionally
- Organizational skills: multi-task, effectively prioritize work, and adapt during pressured situations.

This position is offered as a casual position.

Why work with us?

We have offices located in Canberra, Melbourne and Sydney. Across all locations, we offer:

- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.
- Access to a customised ASC L&D calendar for ongoing professional and career development.
- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.
- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker's Cottage Childcare Centre.

If you have any questions about this opportunity, please contact:

- **Contact Officer:** James Veale, AMS Performance Consultant
- **Phone number:** 0433 127 527
- **Email address:** James.veale@ausport.gov.au

Eligibility

To be eligible for this position applicants are required to be Australian citizens only and must be able to obtain and maintain an AGSVA Security Clearance.

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

Notes

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

About the Australian Sports Commission

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

To Apply

Position Contact	James Veale, AMS Performance Consultant, 0433 127 527
Agency Recruitment Site	https://ausport.nga.net.au/?jati=0A7D592A-57E6-3C1A-C87E-E431B4F3

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Vacancy VN-0762270

Australian Submarine Agency

Closing Date:Sunday 14 September 2025

Australian Submarine Agency
Dep Dir Gen Technical

Job Title	Director Workforce Security and Countermeasures
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$139,681 - $167,659
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	Executive Level 2
Position Number	ASA/07143/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=12404ADA-2360-6DE4-C7DB-E41FFF05FF83

Duties

The Role

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia's economic and national security landscape for decades to come.

Enterprise Protection (EP) Branch supports the delivery of a safe and secure nuclear-powered submarine capability by understanding and communicating threats to the NPS Program, uplifting security culture and awareness across Australian Submarine Agency (ASA) and NPS enterprise workforces and mitigating personnel security risks through delivering effective early insider threat detection, intervention and organisational suitability assessment capabilities.

The Director for Workforce Security Executive Level 2 (EL 2) role works with considerable independence and is required to have extensive knowledge of and compliance with legislative and policy frameworks, government decision-making and ASA's and the NPS program's objectives. This important leadership role is responsible for influencing and contributing to the development of ASA's security strategies, policies and operational practices in accordance with the Commonwealth Protective Security Policy Framework and the Defence Security Principles Framework.

About our Team

Working closely with other ASA, Defence, Commonwealth and State government, NPS Enterprise and international stakeholders. Enterprise Protection Branch within ASA's Stewardship Division is responsible for ensuring the delivery of a secure nuclear-powered submarine capability by understanding and communicating advice about threats to the NPS Program, assuring the ongoing suitability of ASA personnel as well as elements of the NPS Enterprise workforce accessing classified naval nuclear propulsion information, uplifting security culture and awareness across the ASA and NPS enterprise workforces; as well as mitigating personnel and other protective security risks to the agency and the Program.

Our Ideal Candidate

Security is a critical enabler underpinning the NPS Program and in this EL 2 role you will use your strong initiative and judgement to develop and deliver timely and appropriate protective security advice with a strong focus on personnel security, respond effectively to emerging security issues and develop timely and appropriate solutions to unique protective security problems.

You will build strong relationships with internal and external stakeholders across the ASA, Defence and the NPS Enterprise and work productively and collegiately in a multidisciplinary environment. You will be adept at managing competing, changing and time critical protective security priorities, and will provide detailed and sound strategic advice to internal and external stakeholders on diverse and complex protective security matters in support of the longer-term objectives of the ASA.

We are seeking highly motivated EL 2 leaders who work collaboratively to solve complex security problems. Our ideal candidate will possess strong leadership, problem-solving, stakeholder engagement and organisational skills as well as demonstrate a proven record of accomplishment of leading teams to develop and deliver effective protective security advice and tailored personnel security solutions meeting our corporate priorities and legislative obligations.

As the EL 2 for Workforce Security, you will be well acquainted with legislative as well as protective security frameworks and policies. A background in undertaking and or managing personnel security investigations and or a Cert IV in Government Investigations is highly desirable.

Our ideal candidate will demonstrate:

- Capability to lead, plan and manage the development, advocacy and implementation of advice on very complex and sensitive personnel and protective security issues.
- Initiative, problem-solving, and strong organisational skills, including the ability to effectively prioritise to meet deadlines, manage competing tasks and deliver against corporate priorities and legislative obligations

- Experience in operating under broad direction, exercising a considerable degree of independence to manage and prioritise a broad range of accountabilities and functions.
- Strong stakeholder engagement skills and a demonstrated ability to develop productive relationships and work collaboratively with a range of internal and external stakeholders, including international partners.
- Excellent written and verbal communication and interpersonal skills.
- Attention to detail, with the ability to take responsibility for your actions as well as the timely and accurate completion of work.
- Experience in preparing complex briefing material, reports and other correspondence.
- Capacity to develop and lead a high-performing team to deliver organisational outcomes.
- Understand, demonstrate and model a strong understanding of the Nuclear Mindset.

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia's nuclear-powered submarine program. Australia's acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	ASA TWP inbox, asa.ssdtwprecruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=12404ADA-2360-6DE4-C7DB-E4

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Vacancy VN-0762289

Australian Submarine Agency

Closing Date:Monday 22 September 2025

Australian Submarine Agency
Dep Dir Gen Technical

Job Title	Assistant Director (Multiple Positions)
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Rockingham WA
Salary	$120,303 - $135,701
Future Merit Locations	Adelaide, Canberra, Rockingham
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	Executive Level 1
Position Number	ASA/07144/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=3D09C9BC-5CB5-81ED-58BE-E420016A1882

Duties

The Role

The acquisition of conventionally-armed, nuclear-powered submarines is an historic and transformative endeavour for Australia. The whole-of-nation effort to safely and securely deliver the cutting edge nuclear-powered submarine program will transform Australia's economic and national security landscape for decades to come.

The Threats and Workforce Protection (TWP) Branch in Stewardship and Security Division of the Australian Submarine Agency (ASA) supports the delivery of a safe and secure nuclear-powered submarine capability by understanding and communicating threats to the NPS Program, uplifting security culture and awareness across ASA and NPS enterprise workforces and mitigating personnel security risks through effective early detection, intervention and organisational suitability assessment processes.

We are seeking a highly motivated individuals to fill the multiple EL 1 – Assistant Director positions in the Threats and Workforce Protection Branch in Stewardship and Security Division of ASA.

In these roles you will exercise a considerable degree of independence and perform a leadership role, build strong relationships with stakeholders across the NPS Enterprise and work productively and collegiately in a multidisciplinary environment, manage competing and time critical protective security priorities, and provide detailed and sound strategic guidance to various stakeholders about complex protective security matters. Your work will promote and support the strategic objectives of the ASA.

Assistant Director Security Outreach

As Assistant Director Security Outreach you will lead a small team to cultivate productive relationships with government and non-government stakeholders across the NPS Enterprise. You will use your strong interpersonal, written and verbal communication skills and experience to conduct in-person protective security briefings and engagement. You will have the ability to interpret and confidently brief stakeholders about NPS Program related legislation, policies, procedures, objectives and threat reporting.

You will identify, anticipate and respond to stakeholder requirements to promote and support the strategic objectives of the ASA. You will manage competing and time critical priorities, and provide detailed and sound strategic guidance to stakeholders about complex security matters.

Assistant Director Countermeasures

As Assistant Director Countermeasures you will lead a small team of investigators, manage and undertake fact finds of security incidents with a focus on personnel security issues, prepare security trend and incident reporting, and deliver effective protective security advice in accordance with the PSPF, DSPF and ASA security policies.

In this role, you will use your initiative and judgement to develop and deliver timely and appropriate protective security advice, respond effectively to emerging security issues, and develop timely and appropriate solutions to unique protective security problems.

Assistant Director Personnel Security, Strategy & Co-ordination

As Assistant Director Personnel Security, Strategy and Coordination, you will lead a small team coordinating and managing suitability assessment workflows and allocations, undertake and manage procurement and contract management activities in support of an external contracted workforce, and support the development and implementation of personnel security programs in accordance with the PSPF, DSPF and ASA security policies.

In this role you will use your strong organisational skills, procurement expertise, initiative and judgement to ensure efficient and effective delivery of the Branch's organisational suitability assessments. You will oversee the performance reporting of business processes and work together with the assessments team to ensure availability of necessary resources.

Please note: This position is located in Canberra, ACT

Assistant Director Early Detection

As Assistant Director Early Detection, you will lead a small team developing and implementing ASA personnel security programs with a focus on early detection of personnel security concerns, analysis of trends affecting insider threats, and proactive case management.

In this role you will use your expertise of personnel security risk factors, strong initiative and judgement to develop and deliver protective security policy and advice with a strong focus on insider threat, respond to emerging security issues and develop solutions to unique security matters.

You will conduct personnel security interviews and provide protective briefings to support the ASA's organisational suitability assessment processes.

Please note: This position is located in Canberra, ACT

About our Team

The Threats and Workforce Protection (TWP) Branch in Stewardship and Security Division of the Australian Submarine Agency supports the delivery of a safe and secure nuclear-powered submarine capability by:

- Understanding and communicating threats to the NPS Program
- Uplifting security culture and awareness across Australian Submarine Agency and NPS Enterprise workforces
- Mitigating personnel security risks through effective early detection (insider threat), security incident management and response, and organisational suitability assessment processes
- Providing contemporary security advice around national security clearance processes Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

Our Ideal Candidate

We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program.

The successful candidate for this role will demonstrate the following:

- A high standard of professionalism, integrity, discretion and sound judgement.
- Curiosity and lateral thinking skills for very complex problem-solving.
- Ability to lead and manage a team, set work priorities, manage workflows and mentor less experienced team members.
- Build and sustain strong relationships with internal and external stakeholders in support of ASA and TWP business strategies.
- Strong interpersonal, written and communications skills, organisational skills & significant attention to detail to provide comprehensive advice and responses.
- Ability to operate independently under broad direction to perform and achieve complex work.
- Adaptability, resilience and flexibility in the face of changing and competing priorities, being able to set priorities and ensure the outputs for the work area.
- Actively contribute to innovative business improvement strategies and change in the workplace.
- Ability to develop, maintain and strengthen relationships, engage and liaise across a broad range of stakeholders to support and achieve results.
- Ability to interpret and apply legislation, regulation, policies, procedures, standards, corporate objectives, instructions and other material to complex circumstances.
- Undertake supervisory responsibilities for a small team including providing performance feedback and development opportunities, setting priorities, managing workflows, and providing guidance.
- Display maturity, resilience and a strong commitment to Australia’s national interest.

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia's nuclear-powered submarine program. Australia's acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3D09C9BC-5CB5-81ED-58BE-E4

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Vacancy VN-0762590

Job Title	Branch Head - Industry and Supply Chain Uplift and Engagement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Majura ACT, Port Adelaide SA, Melbourne VIC
Salary	-
Future Merit Locations	Majura, Port Adelaide, Melbourne
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	Senior Executive Service Band 1
Position Number	ASA/07338/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=5A14E6A8-6D61-746A-883D-E43178E38DB6

Duties

Introduction

Australia’s acquisition of conventionally-armed, nuclear-powered submarines is historic and transformational. The Optimal Pathway announced on 14 March 2023, will deliver Australia a world-class capability that will see our nation become one of only seven countries that operate nuclear-powered submarines. This game changing capability will enhance Australia’s capacity to deter conflict and support security, peace and economic prosperity in the Indo-Pacific.

This significant undertaking presents an exciting opportunity for dedicated, committed and aspirational leaders to lead, develop and shape the Australian Nuclear Submarine Program.

Your Role

As the branch head, Industry & Supply Chain Uplift and Engagement, you will lead the design, implementation, and management of programs to build Australia’s sovereign industrial capability in support of the Optimal Pathway. You will be responsible for engaging industry partners, overseeing delivery programs, advising government, and coordinating across ASA and Defence to ensure uplift initiatives are targeted, impactful, and aligned to strategic submarine program needs.

Reporting to the Head of Division, you will work in partnership with internal delivery teams and external stakeholders to address structural gaps, manage risk, and build a resilient industrial base that supports the current and future submarine fleet.

Key Responsibilities

This role involves shaping the future industry and supply chain capabilities, engaging with key stakeholders, and providing expert advice to senior government decision-makers. You will be instrumental in driving initiatives to address critical industry gaps, while maintaining strong collaborations across government, industry, and Defence stakeholders.

1. Oversee the delivery of funded uplift programs in collaboration with Sovereign Submarine Partners (SSPs), Tier 1 contractors, state governments, and Commonwealth agencies. Ensure initiatives are executed to standard, aligned with capability outcomes, and responsive to industry conditions.

2. Build strong relationships with Australian and international industrial stakeholders. Lead ASA's industry outreach, advocate for AUKUS opportunities, and clearly communicate demand signals to promote capability alignment and long-term investment.

3. Work closely with Sustainment, Virginia Class, SSN-AUKUS, Technology and Infrastructure programs to define industrial requirements, ensure alignment with national objectives, and integrate supply chain development into delivery planning.

4. Develop mechanisms to assess and report on the maturity, capacity, and responsiveness of Australia's submarine industry. Provide trusted advice to senior stakeholders and recommend strategic interventions to maintain program momentum.

5. Identify structural market gaps or program inefficiencies. Develop and advise on policy responses, procurement strategies, and funding proposals to increase the effectiveness and coordination of uplift activities.

6. Coordinate with Defence, broader Whole of Australian Government and trilateral partners to ensure that Australian uplift efforts complement broader national and international strategies.

7. Contribute to internal governance, including reporting to ASA executive, Ministers, and trilateral program management bodies. Ensure compliance with performance metrics, funding agreements, and legislative obligations.

8. Demonstrate leadership with integrity, inclusion, and respect. Champion the Agency's Nuclear Mindset values and uphold the APS Code of Conduct in all aspects of decision-making and engagement.

9. Create and sustain a strong, performance-driven culture within the division. Promote safety, diversity, and inclusion, and ensure the workforce environment is aligned with the unique demands and complexity of a national nuclear enterprise.

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 agency.

About the Australian Submarine Agency

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia's nuclear-powered submarine program. Australia's acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	Karina Duffey or Tricia Searson - EIG - Quote 1017, 02 6232 2200
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5A14E6A8-6D61-746A-883D-E43

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Vacancy VN-0762297

Defence Housing Australia

Closing Date:Sunday 14 September 2025

Legal Services
Enabling Services Legal Services

Job Title	Special Counsel
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Gungahlin ACT, Melbourne VIC, Adelaide SA, Sydney NSW
Salary	$152,378 - $187,494
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	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	Executive Level 2
Position Number	493721
Agency Website	https://www.dha.gov.au/

Job Description

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

Defence Housing Australia is seeking a dynamic and experienced Special Counsel to join our team.

This is a unique opportunity to play a pivotal role in providing high-level legal advice and support to our organisation.

The role focuses on delivering legal services in environment, planning and heritage law, construction law, and real property law.

If you are passionate about making a difference and contributing to the success of Defence Housing Australia, we would love to hear from you.

Apply now to be part of a dedicated team committed to excellence and innovation.

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 the role

Formally within the Legal Services team, Special Counsel will be embedded in the Development and Construction team and work collaboratively with the General Manager Development and Construction, and broader team to provide expert legal advice and support to the Chief General Counsel, the General Manager Development and Construction and key internal DHA stakeholders on strategic and legal matters related to DHA's provisioning, development, and construction activities, across Australian jurisdictions.

The role focuses on delivering legal services in:

- **Environment, Planning and Heritage Law**: covering Commonwealth and State environmental assessment processes, biodiversity impacts and offsets, land access, pollution, contamination, waste and water law, cultural heritage, climate change, and Environment, Social and Governance (ESG) considerations.
- **Construction Law**: advising on construction contracts, risk management, dispute resolution, and regulatory compliance.
- **Real Property Law**: supporting land acquisition and disposal processes

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
- ADF partner employment conditions when posting to a new location

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

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our online careers site 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 2025.

Any questions? Please contact Danielle Watson – Executive Officer

danielle.watson@dha.gov.au / 02 6268 3775

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 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	Danielle Watson, 02 6268 3775
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0762475

Defence Housing Australia

Closing Date:Wednesday 17 September 2025

Commercial
Property Strategic Provisioning

Job Title	Senior Development Acquisitions Manager
Job Type	Full-Time, Ongoing
Location	Perth WA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$152,378 - $187,494
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	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	Executive Level 2
Position Number	493715
Agency Website	https://www.dha.gov.au/

Job Description

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

Are you passionate about property development?

Join Defence Housing Australia (DHA) as a Senior Development Acquisitions Manager and play a key role in shaping the future of housing for ADF members and their families.

As part of the Property Group – Commercial team, you will lead the acquisition of development sites to support DHA's growing need for new housing in key locations across Australia.

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 Property Group is responsible for meeting DHA's delivery objectives for high quality housing through programs such as Commercial (including Strategic Provisioning), Development and Construction, Leasing and Acquisitions, supported by Marketing and Investor Support teams.

The Strategic Provisioning team is responsible for developing and implementing new provisioning strategies to create a long-term supply of newly constructed housing for members of the Australian Defence Force, as well as procurement processes to secure suppliers and management of all Supplier Agreements.

About the role

You will undertake complex feasibility analysis (including, but not limited to, financial, risk, and planning) to identify potential residential development and development/redevelopment projects. In doing so, you will use expertise and significant judgment to provide detailed recommendations to the Director, Strategic Provisioning and Head of Commercial.

In this role, you will have highly developed analytical and negotiation skills to resolve complex issues, manage challenging matters, identify and implement risk management processes to meet business objectives. In addition, you will demonstrate a high level of independent control to coordinate a range of activities, as well as working as part of a team. You will display high level strategic thinking, project management skills, strong communication and interpersonal skills.

The role requires excellent business acumen, customer focus, advanced knowledge of best practice methodologies, as well as the ability to establish and maintain strategic partnerships with stakeholders in this challenging and rewarding role.

To be successful in this role, you will have extensive experience in the acquisition of residential land for development and construction, with advanced knowledge of relevant planning frameworks that govern urban development. The role requires extensive knowledge of due diligence and performance criteria of property financing.

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
- ADF partner employment conditions when posting to a new location

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

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our online careers site 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 2025.

Any questions? Please contact James Wallace - Head of Commercial

James.Wallace@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 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	James Wallace, 03 9947 8134
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0762548

Defence Housing Australia

Closing Date:Wednesday 10 September 2025

Service Operations
Service Delivery Regional Ops SA NT WA

Job Title	Property Manager
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	$84,157 - $90,998
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	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 4
Position Number	493727
Agency Website	https://www.dha.gov.au/

Job Description

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

Defence Housing Australia (DHA) are on the lookout for passionate and dedicated individuals who reside in the Rockingham area and Perth south-of-river corridor.

Are you ready to embark on an exciting journey in a customer-facing role with no weekend work?

Do you dream of kickstarting your career in the Australian Public Service?

Do you thrive on making a real difference in people’s lives?

If so, we have the perfect opportunity for you as a DHA Property Manager!

In this role, you will play a crucial part in supporting Australia's Defence personnel and their families by providing exceptional housing and housing-related services.

Join us and be a part of something truly meaningful!

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

Service Operations is located within the Service Delivery Group of DHA. The Service Delivery Group is responsible for providing all housing and customer services to Defence members and their families. This includes managing DHA's housing portfolio, DHA's housing assets and providing property care services to landlords.

Within this Group, Service Operations is responsible for the operational delivery of tenancy, landlord and property management functions across regions. Service Operations are responsible for supporting DHA to meet its strategic outcomes by ensuring Defence Members and their families have access to housing that is appropriately allocated and managed. This includes the provision of specialised property management and ensuring that property repairs and maintenance requests are actioned in a planned, co- ordinated and consistent manner.

About the role

Reporting to the Assistant Regional Operations Manager, the Property Manager (DHA Level 4) contributes to the business outcomes of their regional office by undertaking a number of property management activities, including inspections, maintenance, reporting and tenant interactions. The role coordinates with various stakeholders, ensuring that properties meet required standards and that tenants' ongoing needs are met. Additionally, it is responsible for monitoring expenses and achieving performance goals in line with relevant legislation and standards. To achieve these core outcomes, the role requires strong skills in organisation, communication, stakeholder engagement, and information analysis and interpretation. Its ability to develop business knowledge quickly and operate within a high-pressure environment are also critical to its success.

***This role will have a portfolio base spanning the Rockingham WA area, and Perth south-of-river corridor.**

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
- ADF partner employment conditions when posting to a new location

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

Note: All successful applicants are required to hold a valid Driver Licence and be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our online careers site 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 10 September 2025.

Any questions? Please contact Kylie Henderson - Assistant Regional Operations Manager

kylie.henderson@dha.gov.au / 08 8972 8040

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 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	Kylie Henderson, 08 8972 8040
Agency Recruitment Site	https://careers.dha.gov.au/

Vacancy VN-0762317

Department of Home Affairs

Closing Date:Sunday 14 September 2025

Executive Coordination
Media & Communication Media and Social Media

Job Title	Public Affairs Officer 1, Media and Social Media
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$76,863 - $91,809
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;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	
Position Number	139679
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139679/

The Media and Communication Branch is responsible for centrally coordinating media enquiries and strategic communications for the department and Australian Border Force (ABF).

The branch is supported by several sections that each deliver important influence and enabling services for Portfolio Ministerial offices, senior public servants and departmental business areas. You will be joining one of the most diverse communication teams in Federal Government.

The Media Operations and Social Media Section is the first point of contact in the department for journalists and responsible for managing media engagement for the department and developing media materials, including media responses, media releases, talking points, op-eds and media handling strategies to support key Portfolio and Government initiatives. This includes sensitive, high-risk / high-profile media handling.

The team also curates the department's social media channels and analyses media and public sentiment on topical and relevant matters.

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

Our ideal candidate

We are looking for communication professionals who enjoy working in a fast-paced and creative environment to deliver high-quality and innovative communication.

You will have a strong client focus and the ability to confidently coordinate and work with other teams. You will be a passionate and creative team member who enjoys and works well with others and can operate with autonomy where appropriate. You are a proactive relationship-builder and initiative-taker, with a creative mind and exercise sound professional judgement across all areas of your work.

Duties

- Contribute to creative and effective strategic communication solutions, and track the progress of your work in a high-pressure and fast-paced environment.
- Coordinate input for strategic communication and media advice to key stakeholders.
- Seek advice and liaise with policy and operational areas to develop for media and communications materials.
- Exercise your professional judgement to respond to complex operational issues.
- Participate in the out of hours media on-call roster with supervision.

Additional information

Required qualifications

- Qualifications in communications, marketing, public relations and/or journalism (qualifications in other relevant disciplines will be considered).

Desirable skills

- Experience in a communication, public relations and/or journalism role.
- Ability to work to tight deadlines and prioritise multiple tasks with supervision and guidance.
- Developed communication skills, including the ability to liaise widely and develop productive working relationships.

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 Australian Public Service (APS) Employee Value Proposition (EVP) highlights the top reasons our employees enjoy working in the APS.

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

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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 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	Elliott Bator, 0408 623 168
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139679/

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Vacancy VN-0762359

Department of Home Affairs

Closing Date:Sunday 21 September 2025

Job Title	Executive Assistant, Multiple Vacancies
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - SA SA, Various locations - TAS TAS
Salary	$84,228 - $91,809
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	On Site
Classification	APS Level 5
Position Number	139736
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139736/

The Department of Home Affairs supports a prosperous, secure and united Australia through the management of a range of functions including responsibility for Australia's migration and citizenship programs, cyber security policy, the protection of critical infrastructure, countering terrorism, and countering foreign interference and espionage. In addition, it is responsible for strengthening multiculturalism and democratic resilience and facilitating legitimate trade and travel while maintaining the integrity of the Australian border.

Home Affairs seeks to create an environment to ensure our staff can perform to their full potential. As a department we are focused on demonstrating exemplary leadership, progressing our game-changing agenda and ensuring collaboration is at the core of what we do. Our leaders must epitomise excellence, set high standards and inspire and invest in our people to ensure that we are well positioned to continue delivering for the community into the future. Our work is underpinned by our partnerships with government, international and industry partners. Contribute to building a prosperous, unified and safe Australia - work in a challenging but rewarding role that touches many parts of Australian life.

The Australian Border Force sits within Home Affairs and is the steward of Australia's international border - an asset of strategic national interest. The ABF advances a prosperous and secure Australia through trade and travel facilitation and modernisation, and effective customs, immigration, maritime and enforcement activities across the border continuum.

The ABF's responsibilities include regulating the movement of people and goods across the border, undertaking civil maritime surveillance and response operations, ensuring regulatory compliance, managing onshore immigration detention and the enforcement of border-related laws. As Australia's Customs service, the ABF plays a key role in the collection and protection of border revenue.

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

Our ideal candidate

An APS5 Executive Assistant (EA) works alongside the executive within the Department of Home Affairs or the Australian Border Force. To be successful in this role, you will be solutions focused to perform and achieve a range administrative support work within a fast-paced environment. You will be an effective communicator, have excellent time management skills, display close attention to detail and effectively manage competing priorities.

We are looking for candidates who are:

- Reliable and accountable, who take personal pride in their work and ensure that tasks are completed to the highest standard.
- Confident and quick thinking, who can problem solve to meet immediate needs, anticipates further needs and are able to recognise and resolve potential problems.
- Calm, well organised and responsive to urgent matters and competing demands.
- Articulate and communicate factually and with clear intent.
- Emotionally intelligent and have a positive, proactive attitude.
- Team orientated, with the energy and commitment to actively build and sustain relationships with other support staff across the Department and the wider APS.
- Able to develop and support relationships with internal and external stakeholders.

Duties

As an Executive Assistant supporting a First Assistant Secretary's office or Assistant Commissioner's office, you will play a pivotal role in the day-to-day operations of the office. You will work as part of a small team and will operate with limited supervision with sound judgement, confidence and the ability to think strategically.

Your duties will include, but are not limited to:

- Monitoring and tracking incoming documents to ensure correspondence is triaged and actioned accordingly.
- Providing quality assurance (including proof reading, editing and drafting) of documents such as briefs, minutes and other advice in accordance with departmental guidelines.
- Arranging and coordinating meetings with internal and external stakeholders and coordinate venue bookings, audio visual equipment and other meeting resources as required.
- Undertaking diary management, including prioritising time and drawing attention to matters of importance.
- Coordinating and providing administrative support, including printing and collating documents and other briefing material, in a timely manner.
- Coordinating travel arrangements, accommodation and supporting documentation, including acquitting corporate travel cards.
- Liaising with stakeholders and assisting with the resolution of moderately complex to complex policy, project or operational issues, responding to their needs and expectations as required.
- Encouraging the building and maintaining of relationships within the EA network.
- Contributing to a healthy and safe working environment, modelling ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.

Candidates interested in these positions who may not meet all of the specific duties/responsibilities listed but believe they have transferable skills to successfully fulfil this role are still encouraged to apply.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

- 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 Australian Public Service (APS) Employee Value Proposition (EVP) highlights the top reasons our employees enjoy working in the APS.

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

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

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

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

About the Department of Home Affairs

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To Apply

Position Contact	Alyssa Broomby, 0429 414 673
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139736/

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Vacancy VN-0762390

Department of Home Affairs

Closing Date:Tuesday 30 June 2026

Tobacco and E-Cigarette Wofg TF
Office Of The ITEC Commissioner

Job Title	Employment Register - Office of the Illicit Tobacco and E-cigarette Commissioner
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - SA SA, Various locations - TAS TAS
Salary	$76,863 - $134,865
Future Merit Locations	Various locations - WA, Various locations - NT, Various locations - QLD, Various locations - NSW, Various locations - ACT, Various locations - VIC, Various locations - SA, Various locations - TAS
Office Arrangement	Flexible;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 4;APS Level 5;APS Level 6;Executive Level 1
Position Number	139767
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139767/

Strategy & Capability | Tobacco & E-Cigarette Wofg TF | Office Of The Itec Commissioner

We are a team of policy, data, health and law-enforcement specialists committed to creating a healthier and safer Australia free from illicit tobacco and e-cigarettes (ITEC). Established in 2024 to drive whole-of-government action against the ITEC market, we seek to reduce public health risks, uphold regulatory integrity, and minimise social and economic harm through the development of evidence-based policy and forging of strong cross-agency relationships. We work closely with all levels of government to shape a focused and coordinated national response to the ITEC market.

Our Culture

Our strength lies in our people. We know that diversity of thought, background, skills and experience are all critical to devising fit-for-purpose solutions to curb the growth of the ITEC market. Our employees, irrespective of job-title and level, are encouraged to share their thoughts, bring their authentic selves to work and challenge the status-quo. We are a small, high-performing team united by a strong sense of purpose and commitment to public value.

What we can offer you

We offer exceptional roles for exceptional people. Not only will you have the opportunity to make a tangible difference, tackle complex, topical issues and immerse yourself in a supportive culture, but you will also have access to a competitive salary and range of benefits under the Department of Home Affairs Enterprise Agreement. This is an exciting opportunity to join a team working to make a tangible difference on a nationally significant issue.

Temporary Employment Register

The Temporary Employment Register is open to candidates to submit an expression of interest for employment with the Office of the ITEC Commissioner at the APS4 – EL1 levels. The Register enables us to access appropriately skilled and experienced individuals at short notice for non-ongoing or temporary positions.

Please note that:

- Roles are intended to be offered on a temporary basis only (non-ongoing specified term).
- Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for up to 12 months with a possibility of extension (maximum term of 18 months).
- This register does not support ongoing engagement or promotion under the Public Service Act 1999.
- You will only be contacted regarding your expression of interest if an opportunity arises that matches your skills and experience.
- Your expression of interest is not a guarantee that an offer of employment will be made.
- Expressions of interest remain active until 30 June 2026. Applications are not carried over after this time, you will be required to submit a new expression of interest for the following year.

Duties

We are seeking collaborative individuals who are adaptive and responsive in a fast-paced environments, comfortable with uncertainty, and can think strategically while maintaining strong attention to detail. Experience in a strategy or policy environment (particularly around regulation, intelligence or law enforcement) is a plus, but not essential. Our teams broadly work across: strategic advice; policy and government engagement; strategic communication and external engagement; business management.

This means we are looking for people who have skills and/or an interest in a broad range of areas including:

- Policy evaluation, analysis and development.
- Data analysis, visualisation and reporting.
- Program & project management.
- Procurement and contract management.
- Media & communications.
- Governance and integrity.
- Stakeholder engagement.
- Coordination and planning.
- Strategy development.
- Ministerial briefing.
- Innovation.

Additional information

Please refer to the Work level standards: Work level standards: APS Level and Executive Level classifications | Australian Public Service Commission to better understand which classification from APS1 to Executive Level 2 best suits your skills and experience.

Terms and conditions of employment in the Department, including pay scales, are provided for by the Enterprise Agreement 2024 – 2027. The Enterprise Agreement applies to all non-SES employees within the Department employed under the Public Service Act 1999.

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 Australian Public Service (APS) Employee Value Proposition (EVP) highlights the top reasons our employees enjoy working in the APS.

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

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

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To Apply

Position Contact	Cameron Milliken, 02 6264 1674
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139767/

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Vacancy VN-0762463

Department of Home Affairs

Closing Date:Tuesday 16 September 2025

CFI Cyber & Technology
Technology Security Policy Multiple Sections

Job Title	Policy Officer, Technology Security Policy
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - TAS TAS
Salary	$76,863 - $82,906
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	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 4
Position Number	139368
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139368/

The Technology Security Policy Branch is responsible for managing national security threats to, through, and from technology. This includes whole-of-government policy options to address Australia's most pressing national security challenges related to technology security.

Countering Unwanted Technology Transfer Section

Develops strategic policy solutions to counter the threat of unwanted technology transfer. This includes consideration of existing and future policy in collaboration with a range of stakeholders. CUTT also has responsibility for delivering the Technology Foreign Interference Taskforce, collaborating with Australia's tech sector to build awareness and resilience against national security threats.

Critical and Emerging Technology Security Policy Section

Provides actionable policy advice that addresses national security challenges posed by critical and emerging technologies. This includes informing the Australian Government's Safe and Responsible AI agenda, as well as leading projects to develop specific mitigations against national security risks.

Technology Supply Risks Section

The section has developed a risk assessment framework to manage national security risks presented by vendor products and services entering and operating within the Australian technology market. Additionally, the Section has supported the outcomes of the Social Media Review and continues to examine policy options in relation to specific vendors of concern cases. The Technology Supply Risks section is responsible for providing intelligence-led and evidence-based advice on national security threats arising from technology supply chains. TSR considers the full spectrum of state threats, seeking to ensure Australia's access to technologies and technology markets remains safe, secure and free from coercion.

Data Security and Strategy Section

The section leads Australia's domestic and international efforts to advance national data security priorities. As part of this, the section is delivering three key initiatives under the 2023-2030 Australian Cyber Security Strategy, aimed at limiting data going to malicious actors for nefarious purposes. This includes protecting Australia's most sensitive and critical data from malicious actors (including nation state actors) and restrict adversaries from freely collecting Australian data.Collectively, these measures aim to strengthen Australia's technology security landscape, build digital trust, and support the secure flow of data to enable the digital economy.

Data Retention Review Section

The section leads the Data Retention Review (the Review). The Minister for Home Affairs and the Attorney-General commissioned the Review to assess whether Commonwealth data retention provisions appropriately balance their policy intent with the cyber and privacy risks of entities

retaining large volumes of information. This Review aligns with the Government's response to the Privacy Act Review Report and is referenced as a key initiative in the 2023-2030 Australian Cyber Security Strategy.

There are several vacant positions across the Branch. Successful candidates will work within a team to develop and implement policy and programs designed to address some of the most pressing and emerging national security challenges.

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

Our ideal candidate

We value a diversity of different skills, qualifications, perspectives and backgrounds. There are a wide range of positions available across the Branch and we take a flexible approach to recruitment.

We are looking for people who want to solve complex problems, drive and deliver initiatives, and foster a positive team culture, whilst working in a dynamic and fast-paced environment. Importantly, you don't need to be a technologist or deep subject matter expert, while this would be helpful for some roles, generalist problem solving and critical thinking skills will enable you to succeed.

Depending on the specific role, the successful applicants would have:

- Excellent written and verbal communication skills, with the ability to write clearly and persuasively to influence outcome and produce high quality ministerial or executive briefings and submissions.
- Willingness to take direction and work as part of a team to deliver our priorities.
- Understanding of, or ability to gain an understanding of, technology security issues to assist in the delivery of new policy initiatives and frameworks across government.
- An ability to identify, analyse and synthesise data from a variety of sources.
- Time management skills to achieve allocated tasks.

Desirable attributes:

- Candidates with expertise, or a proven interest, in issues such as data security, intelligence, foreign interference, technology supply chains, and critical and emerging technologies.

Duties

The Technology Security Policy Branch has multiple current and expected vacancies for APS4 Policy Officers.

Within the Branch, depending on your Section you will work within your team to:

- Work both autonomously and collaboratively to contribute to key policy initiatives and ongoing programs, in line with current priorities and in response to emerging and future threat vectors and opportunities.
- Engage across agencies and with industry stakeholders to support strategic policy development across a number of technology security related initiatives.
- Review existing policy and support new policy development to align with Government priorities.
- Develop quality briefing materials and advice to support the Department's identified strategic priorities and engagement with Government, industry and international stakeholders.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

- 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.

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Notes

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To Apply

Position Contact	Andrew Sneddon, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139368/

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Vacancy VN-0762488

Department of Home Affairs

Closing Date:Tuesday 16 September 2025

Civil Maritime Capability
Civil Maritime Sustainment Cape Class In Service Support

Job Title	Contracts Performance and Finance Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$115,443 - $134,865
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 working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	Executive Level 1
Position Number	139482
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139482/

About our team

The Australian Border Force (ABF) is an operationally independent body under the Home Affairs Portfolio. The ABF is responsible for operational activity that supports the Australian Government's border protection, investigations, compliance, detention and enforcement functions.

Within the ABF, Civil Maritime Sustainment Branch (CMSB) is responsible for the capability management and sustainment a fleet of air and marine surveillance, patrol and response assets. Our capabilities include ocean going patrol boats, shallow water and coastal response vessels and contracted aircraft. AMCB also provide command, operational and logistical support in support of the ABF's operational objectives.

The Civil Maritime Sustainment Branch operates in a complex, challenging and changing environment that is characterised by a continual high tempo of operations.

The Cape Class Patrol Boat Contract Management Section provides contract management and contract administration functions, including stakeholder engagement for the In-Service Support

(ISS) arrangements for the Cape Class Patrol Boats (CCPB), delivered through sustainment contractors.

Our ideal candidate

Cape Class ISS Contracts plays a critical leadership role within the Civil Maritime Sustainment Branch (CMSB), embedded in the Cape Class In-Service Support (ISS) Contracts Team. While the role sits within the contract management function, its primary focus is on financial oversight, governance, and strategic performance management of a high-risk, high-value (HRHV) sustainment contract and a strategic Memorandum of Understanding (MoU) with the Department of Defence.

Operating with a high degree of autonomy, the role ensures robust financial stewardship, supports maritime capability outcomes, and drives compliance with Commonwealth financial frameworks. The position is Canberra-based and contributes directly to the operational readiness and performance of the ABF Cape Class fleet through financial leadership and contract assurance.

Duties

The responsibilities of the Contracts Performance and Finance Manager may include:

- Lead financial management of the Cape Class ISS HRHV contract and MoU with Defence, including budget planning, expenditure tracking, and financial risk mitigation
- Oversee contract performance, ensuring service levels and deliverables meet agreed KPIs and financial benchmarks
- Prepare formal documentation such as financial briefs, performance reviews, contract variations, and extensions in line with legislative and ABF policy frameworks
- Provide authoritative financial advice to support procurement planning, contract transition, and sustainment strategy development
- Mentor APS6 Contract Officers and contractors, building financial literacy and contract management capability across the team.

Additional information

<u>Desirable</u>

- Certificate IV or Diploma in Government Procurement and Contracting (or progress toward)
- Qualifications in finance, accounting and auditing
- Familiarity with ABF systems and contract management tools, including EasySAP and AusTender
- Experience in maritime or defence sustainment environments

- Experience supervising or mentoring staff and building financial and contract management capability.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

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To Apply

Position Contact	Sophia Carlini, 02 6198 7107
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139482/

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Vacancy VN-0762518

Department of the Senate

Closing Date:Sunday 21 September 2025

Committee Office

Job Title	Senior Research Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$108,561 - $119,087
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	Employees are entitled to request flexible working arrangements under the department's enterprise agreement
Classification	APS Level 6
Position Number	706
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-b8c9-9bc90

The Department of the Senate is seeking applications from those interested in joining the Committee Office in the role of Senior Research Officer.

Senior Research Officers are required, as part of a secretariat team, to undertake detailed and complex research and analysis, contribute to the drafting of committee reports, and prepare briefing papers and other background material. They also provide administrative and research support to other secretariat teams and assist in organising local and interstate public hearings.

Senior Research Officers liaise with senators and their staff, public servants and officials from various organisations, departments and agencies and act as a point of contact for inquiry witnesses. As such, high-level communication skills, including the ability to exercise tact and judgement, are essential. They must also demonstrate well-developed research, analytical and writing skills and the ability to work to consistently high standards.

Duties

1. Undertake report drafting and research and analysis for committees, including the preparation of briefing papers and other background material.
2. Provide administrative support for committees, particularly the preparation of material for, and organisation of, committee meetings and public hearings.

3. Attend to correspondence and respond to inquiries from the public in relation to committee business.
4. Contribute to the management and security of committee records.
5. Develop and maintain knowledge of Senate procedures and parliamentary law and practice, particularly as they relate to the work of committees.

Eligibility

Desirable

Tertiary qualifications (or progress towards tertiary qualifications).

Notes

To apply, you are asked to provide a one-page pitch detailing your suitability to perform the duties of the position with reference to the selection criteria. You are also asked to provide a copy of your CV or résumé.

The Department of the Senate is committed to being an inclusive employer. We aim to provide a supportive, flexible, and fair workplace that recognises the diversity within the Australian community, where all employees feel respected, valued and supported to best contribute to our work. We encourage applications from First Nations' people, people with disabilities, neurodivergent people, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQA+, mature aged employees and people with caring responsibilities.

About the Department of the Senate

The Department of the Senate provides the secretariat to the Senate – enabling its legislative and accountability activities – and to dozens of parliamentary committees, whose work encompasses the Senate's scrutiny functions and its exercise of Parliament's broad inquiry powers. In doing so, departmental officers provide the Senate, its committees, the President and other senators expert, impartial advice about Senate and committee operations. We publish the Senate's records, and produce an array of information resources so that people may understand and engage in its work. With our colleagues across the Parliamentary Service we also provide specialised advice and logistical support to senators so they may undertake their duties.

To Apply

Position Contact	HRM.Sen@aph.gov.au, 02 6277 5924
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jo

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

Vacancy VN-0762384

Department of the Treasury

Closing Date:Sunday 14 September 2025

Corporate Division
Chief Finance Officer Branch

Job Title	APS6 Senior Property Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$101,799 - $123,328
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	APS Level 6
Position Number	26-2025
Agency Website	www.treasury.gov.au

Job Description

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

About the Role

The Property Services and Logistics Team within the Chief Financial Officer Branch is responsible for creating a safe and practical working environment for Treasury employees, providing a centre of expertise for property management. The team delivers support across a range of corporate governance, policy and administrative activities.

Property services provided to the Treasury include:

- Property management.
- Property services related procurement and contracts.

- Domestic leasing.
- International leasing administration.
- Financial management of property operating expense budget (including invoice payment).
- Strategic property planning and mandatory Commonwealth reporting.
- Coordinate accommodation minor works.
- Delivery of new office fit-outs.
- Facilities management.
- Provision of office furniture, equipment and office consumables.
- Oversee the management of the mail and freight handling services.

Treasury Property Services manages the Department's Whole of Australian Government (WoAG) outsourced property services provider in dealing with day-to-day operational activities.

Duties

The Senior Property Officer is responsible for the delivery of wide variety of services to ensure the Treasury tenancy is fit for purpose and provides a safe and comfortable environment for all staff and visitors to the building.

The role includes a diverse range of activities which may include:

- High-level client services and interpersonal skills, with a commitment to building relationships, particularly with internal stakeholders and outsourced providers.
- Deliver in house property services such as mail, meeting room set ups, pool vehicle management and logistical services.
- Management of major and minor assigned property fit-out projects under the direction of an Assistant Director.
- Provide support to Assistant Director delivering Strategic property planning and mandatory Commonwealth reporting.
- Manage sub-contractors and the outsourced services provider contract, including performance management against KPIs and service level standards.
- Provide support to Assistant Director delivering domestic leasing services.
- Provide support to Assistant Director delivering International leasing administration.
- Manage facilities requests logged with the property services providers helpdesk and follow up through to completion.
- Provide technical knowledge in specialist areas of property and facilities management functions and an ability to provide technical advice to the Assistant Director.
- Provide input to strategic direction for operational delivery of facilities services and ability to develop and maintain asset/facilities management plans and programs.
- Oversee procurement processes to engage contractors to deliver fit out works, ensuring compliance with the Commonwealth Procurement Rules.
- Other tasks as directed.

Desirable Qualifications / Experience

The ideal candidate will have:

- Demonstrated experience in at least one property-related discipline as outlined above or;
- A minimum of 1 years' experience managing property preferably within the Australian Government.

Eligibility

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

Notes

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Matt Grace, 02 6263 4233
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

Director of Public Prosecutions

Closing Date:Wednesday 17 September 2025

Various

Job Title	Principal Federal Prosecutor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT
Salary	$153,157 - $162,916
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 work arrangements including work from home arrangements may be considered on a case-by case-basis.
Classification	Executive Level 2;Principal Government Lawyer
Position Number	25_44
Agency Website	

Job Description

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

In addition to the base salary and 15.4% superannuation, the Principal Federal Prosecutor (PFP) position attracts a $36,330 per annum allowance, in line with the Determination 2024-4 Prosecutor Allowance.

Develop your career with the diverse, stimulating and complex prosecution work of the Office of the Director of Public Prosecutions (Cth) (CDPP).

The CDPP is committed to recruiting and retaining lawyers of the highest calibre. We have Principal Federal Prosecutor (PFP) vacancies across all of the CDPP's Practice Groups. To secure one of these roles, you will need to be an enthusiastic, energetic and critical-thinking lawyer with an aptitude for criminal law and an understanding of the important role an independent prosecutor plays in our system of criminal justice.

The PFP is a frontline leadership and management role, working as part of a dynamic management team. You will lead a team of prosecutors to deliver efficient and effective

prosecution legal services, build legal capability, manage resources and foster internal and external relationships.

Duties

In addition to meeting the Integrated Leadership System profile of the Executive Level 2, primary outcomes and accountabilities will/may involve:

- Supervising a range of complex and difficult prosecutions on behalf of the Director;
- Building and maintaining internal and external relationships, including with other CDPP legal managers, partner agencies, court officials and counsel;
- Contributing to the strategic objectives of the agency;
- Leading team analysis of more complex briefs of evidence;
- Providing legal advice and training to external partner agencies and stakeholders;
- Utilising a range of legal and practice management systems, including desktop research products and litigation support database applications to analyse and manage evidence and workloads;
- Fostering teamwork, identifying and leveraging the expertise of individuals, encouraging collaboration and information sharing to achieve positive outcomes;
- Providing training, mentoring and coaching of team members to improve prosecution effectiveness and promote professional development; and
- Undertaking performance management responsibilities constructively and on a regular basis.

Eligibility

- The ability to obtain and maintain an **AGSVA Baseline security clearance** is required.
- **Australian Citizenship**.
- Applicants must be admitted, or eligible to be admitted as a Legal Practitioner, Barrister or Solicitor of the High Court or the Supreme Court of an Australian State or Territory by Wednesday, 17 September 2025.

Notes

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

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- a $295 annual wellbeing allowance;
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members; and
- flexible working arrangements considered in accordance with our Enterprise Agreement and the operational needs of the role.

Please refer to the Candidate Information Pack for more details.

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

About the Director of Public Prosecutions

To Apply

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

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Vacancy VN-0761923

Director of Public Prosecutions

Closing Date:Wednesday 17 September 2025

Various

Job Title	Principal Federal Prosecutor (Affirmative Measure - Indigenous)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	$153,157 - $162,916
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 work arrangements including work from home arrangements may be considered on a case-by case-basis.
Classification	Executive Level 2;Principal Government Lawyer
Position Number	25_45
Agency Website	

Job Description

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

In addition to the base salary and 15.4% superannuation, the Principal Federal Prosecutor (PFP) position attracts a $36,330 per annum allowance, in line with the Determination 2024-4 Prosecutor Allowance.

Develop your career with the diverse, stimulating and complex prosecution work of the Office of the Director of Public Prosecutions (Cth) (CDPP).

The CDPP is committed to recruiting and retaining lawyers of the highest calibre. We have Principal Federal Prosecutor (PFP) vacancies across all of the CDPP's Practice Groups. To secure one of these roles, you will need to be an enthusiastic, energetic and critical-thinking lawyer with an aptitude for criminal law and an understanding of the important role an independent prosecutor plays in our system of criminal justice.

The PFP is a frontline leadership and management role, working as part of a dynamic management team. You will lead a team of prosecutors to deliver efficient and effective prosecution legal services, build legal capability, manage resources and foster internal and external relationships.

Duties

In addition to meeting the Integrated Leadership System profile of the Executive Level 2, primary outcomes and accountabilities will/may involve:

- Supervising a range of complex and difficult prosecutions on behalf of the Director;
- Building and maintaining internal and external relationships, including with other CDPP legal managers, partner agencies, court officials and counsel;
- Contributing to the strategic objectives of the agency;
- Leading team analysis of more complex briefs of evidence;
- Providing legal advice and training to external partner agencies and stakeholders;
- Utilising a range of legal and practice management systems, including desktop research products and litigation support database applications to analyse and manage evidence and workloads;
- Fostering teamwork, identifying and leveraging the expertise of individuals, encouraging collaboration and information sharing to achieve positive outcomes;
- Providing training, mentoring and coaching of team members to improve prosecution effectiveness and promote professional development; and
- Undertaking performance management responsibilities constructively and on a regular basis.

Eligibility

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

- Applicants must be admitted, or eligible to be admitted as a Legal Practitioner, Barrister or Solicitor of the High Court or the Supreme Court of an Australian State or Territory by Wednesday, 17 September 2025.

Notes

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

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- professional development opportunities;
- generous leave entitlements;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- a $295 annual wellbeing allowance;
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members; and
- flexible working arrangements considered in accordance with our Enterprise Agreement and the operational needs of the role.

NOTE: This recruitment round is advertised as affirmative measure. The affirmative measure is designed to address the under-representation of Aboriginal and/or Torres Strait Islander staff in the Australian Public Service (APS).

Please refer to the Candidate Information Pack for more details.

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 agency.

About the Director of Public Prosecutions

To Apply

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

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Vacancy VN-0761926

Director of Public Prosecutions

Closing Date:Wednesday 17 September 2025

Various

Job Title	Principal Federal Prosecutor (Affirmative Measure - Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	$153,157 - $162,916
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 work arrangements including work from home arrangements may be considered on a case-by case-basis.
Classification	Executive Level 2
Position Number	25_46
Agency Website	

Job Description

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

In addition to the base salary and 15.4% superannuation, the Principal Federal Prosecutor (PFP) position attracts a $36,330 per annum allowance, in line with the Determination 2024-4 Prosecutor Allowance.

Develop your career with the diverse, stimulating and complex prosecution work of the Office of the Director of Public Prosecutions (Cth) (CDPP).

The CDPP is committed to recruiting and retaining lawyers of the highest calibre. We have Principal Federal Prosecutor (PFP) vacancies across all of the CDPP's Practice Groups. To secure one of these roles, you will need to be an enthusiastic, energetic and critical-thinking lawyer with an aptitude for criminal law and an understanding of the important role an independent prosecutor plays in our system of criminal justice.

The PFP is a frontline leadership and management role, working as part of a dynamic management team. You will lead a team of prosecutors to deliver efficient and effective prosecution legal services, build legal capability, manage resources and foster internal and external relationships.

Duties

In addition to meeting the Integrated Leadership System profile of the Executive Level 2, primary outcomes and accountabilities will/may involve:

- Supervising a range of complex and difficult prosecutions on behalf of the Director;
- Building and maintaining internal and external relationships, including with other CDPP legal managers, partner agencies, court officials and counsel;
- Contributing to the strategic objectives of the agency;
- Leading team analysis of more complex briefs of evidence;
- Providing legal advice and training to external partner agencies and stakeholders;
- Utilising a range of legal and practice management systems, including desktop research products and litigation support database applications to analyse and manage evidence and workloads;
- Fostering teamwork, identifying and leveraging the expertise of individuals, encouraging collaboration and information sharing to achieve positive outcomes;
- Providing training, mentoring and coaching of team members to improve prosecution effectiveness and promote professional development; and
- Undertaking performance management responsibilities constructively and on a regular basis.

Eligibility

- The ability to obtain and maintain an **AGSVA Baseline security clearance** is required.
- **Australian Citizenship**.
- Applicants must be admitted, or eligible to be admitted as a Legal Practitioner, Barrister or Solicitor of the High Court or the Supreme Court of an Australian State or Territory by Wednesday, 17 September 2025.

Notes

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

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- a $295 annual wellbeing allowance;
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members; and
- flexible working arrangements considered in accordance with our Enterprise Agreement and the operational needs of the role.

NOTE: This recruitment round is advertised as affirmative measures. The affirmative measure is designed to address the under-representation of people with disability in the APS.

Please refer to the Candidate Information Pack for more details.

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 agency.

About the Director of Public Prosecutions

To Apply

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

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Vacancy VN-0762409

Director of Public Prosecutions

Closing Date:Wednesday 17 September 2025

Enabling Services

Job Title	Facilities and Administration Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Perth WA
Salary	$75,119 - $83,101
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 work arrangements including work from home arrangements may be considered on a case-by case-basis.
Classification	APS Level 4
Position Number	25_51
Agency Website	

Job Description

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

The Office of the Director of Public Prosecutions (Cth) (CDPP) is seeking a multitasking, responsible and experienced Facilities and Administration Officer within the Property and Security Team to support the efficient operations of our workplace. This role is central to maintaining a safe, functional, and professional environment for staff and visitors.

The position involves coordinating a mix of administrative and facilities-related responsibilities, working closely with team members, internal and external stakeholders respectively. You will play a key part in ensuring our workplace runs smoothly and that staff have the support and resources they need to focus on delivering outcomes.

This is an office-based role and may be required to act as the out-of-hours contact person for the site. This role may occasionally require afterhours work to provide building access and oversee works conducted by service providers.

Duties

In addition to meeting the APS 4 work level standards you will be expected to work independently, reporting to your manager who may be located in another office. Some of the accountabilities for the role include:

- Oversee local building enquiries and issues, ensuring a prompt and professional resolution;
- Report and follow up on faults, working closely with the CDPP's external Whole of Australian Government (WOAG) property service provider to maintain high-quality facilities;
- Coordinate site access and escort contractors;
- Conduct regular office cleaning inspections to ensure a safe and hygienic workplace;
- Manage local fleet of vehicles, including bookings, servicing, and compliance requirements;
- Provide contract and procurement support, assisting with collation of documentation, compliance, and service/supplier engagements;
- Coordinate ordering of office consumables to maintain consistent supply and value for money;
- Maintain accurate stocktake and asset records, including coordination of disposal processes;
- Support larger property and facilities projects, contributing knowledge, coordination, and administrative assistance;
- Deliver a range of administrative support tasks, ensuring smooth day-to-day facilities operations;
- Organise daily mail and courier services, ensuring timely delivery and dispatch; and
- Undertake other duties as required to support the broader facilities and Branch function.

Eligibility

- The ability to obtain and maintain an **AGSVA Baseline clearance** is required
- **Australian Citizenship**
- **Driver's Licence**

Notes

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

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- a $295 annual wellbeing allowance;
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members; and
- flexible working arrangements considered in accordance with our Enterprise Agreement and the operational needs of the role.

We welcome and encourage applications from candidates with diverse backgrounds and experiences.

**Please refer to the Candidate Information Pack for more details.*

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

About the Director of Public Prosecutions

To Apply

Position Contact	Tina Giles, 02 9321 1151
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0762433

Director of Public Prosecutions

Closing Date:Thursday 18 September 2025

Legal

Job Title	Senior Federal Prosecutor - Perth
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$116,498 - $141,760
Future Merit Locations	Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home arrangements will be considered on a case-by case-basis.
Classification	Executive Level 1
Position Number	25_52
Agency Website	

Job Description

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

In addition to the base salary and 15.4% superannuation, the Senior Federal Prosecutor (SFP) position attracts a $25,950 per annum allowance in line with the Determination 2024-4 Prosecutor Allowance.

The Office of the Director of Public Prosecutions (Cth) (CDPP) is committed to recruiting and retaining lawyers of the highest calibre. We have Senior Federal Prosecutor (SFP) vacancies in CDPP's Perth Office. The Perth Office prosecutes cases across all of the CDPP's national practice groups.

You will need to be a highly skilled and critical-thinking lawyer with an aptitude for criminal law and an understanding of the important role an independent prosecutor plays in our system of criminal justice. You will also have a desire to develop your career with the diverse, stimulating and complex prosecution work of the CDPP.

Duties

In addition to meeting the Integrated Leadership System profile of the Executive Level 1, primary outcomes and accountabilities will/may involve:

- Managing the conduct of large and complex matters, sometimes managing a team working on a matter, appearing in court and/or instructing counsel as required;
- Researching and analysing data, evaluating complex information and sources to draw accurate conclusions to inform high level advice, reports and recommendations;
- Liaising with internal and external stakeholders, including investigative agencies, court officials, defence counsel and other parties. Developing key relationships and responding to complex matters, driving improvements to prosecution processes;
- Regularly reviewing file and matter management activities to identify opportunities for continuous improvement, making changes or recommendations as appropriate;
- Preparing and providing legal advice on complex legislative, regulatory or procedural matters.
- Utilising systems, computer-based applications and other tools for legal and practice management including research, matters and file management, reporting and resource monitoring;
- Providing leadership and manage staff in day-to-day activities including the ability to develop, coach and mentor staff and building commitment to shared goals.

Eligibility

- The ability to obtain and maintain an **AGSVA Baseline** security clearance.
- **Australian citizenship**.
- Applicants must be admitted as a Legal Practitioner, Barrister or Solicitor of the High Court or the Supreme Court of an Australian State or Territory, preferably in Western Australia by **Thursday, 18 September 2025**.

Notes

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

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

Please refer to Candidate Information Pack *for details.*

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

About the Director of Public Prosecutions

To Apply

Position Contact	Martyn Plummer, 08 9264 7280
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0762449

Export Finance Australia

Closing Date:Monday 08 September 2025

Job Title	Executive Assistant – Chief People and Corporate Affairs Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	-
Future Merit Locations	Sydney
Office Arrangement	On Site
Office Arrangement Details	Role will be in office majority of the time
Classification	APS Level 6
Position Number	EFA291
Agency Website	

Job Description

careers@exportfinance.gov.au

Executive Assistant – Chief People and Corporate Affairs Officer

- **Join an organisation that has been proudly recognised certified as a 2025 Great Place to Work for five consecutive years**
- **Play an impactful role in financing Australian exports and interests**

Export Finance Australia is Australia's export credit agency. For more than 60 years, we have proudly helped hundreds of small, medium and large Australian businesses take on global opportunities. Our purpose is to support Australian export trade and overseas infrastructure development that delivers benefits to Australia.

We are a highly purpose-driven organisation. We seek to create an inclusive culture that values our customers and employees. Our people are expected to champion this and play a key role in achieving those outcomes. In working towards our strategy, our people display our IMPACT leadership behaviours of Frank & Fearless, Dexterous & Agile and Careful & Diligent

For more information about us, please refer to our website.

Duties

YOUR NEW ROLE

Location: Sydney

Role Type: Full-time, Permanent

The Executive Assistant – Chief People and Corporate Affairs Officer (CPCAO) provides high-level executive and administrative support to the Chief People and Corporate Affairs Officer. This role ensures the smooth operation of this executive function through proactive coordination, communication and stakeholder engagement .

The Executive Assistant – CPCSO's responsibilities are to:

· Manage calendars, meetings, travel and correspondence for the CPCAO, and work across the Executive EA network to ensure collaboration and alignment with the CEO and other executives.

· Coordinate Board and Executive Committee logistics, agendas, papers and minutes

· Act as a key liaison between the CPCAO's internal teams and external stakeholders.

· Provide support to the EA to the MD & CEO and Chair on broader corporate issues, and contribute to the smooth functioning of EA's executive.

ABOUT YOU

· Ensure seamless and professional executive support to the CPCAO.

o Manage schedules, travel, briefings and correspondence with efficiency and discretion.

o Anticipate needs and prepare materials to support meetings and engagements.

o Coordinate internal and external meetings, ensuring alignment with strategic priorities.

· Maintain confidentiality, accuracy and timeliness in all communications and documentation.

o Draft, review and manage sensitive communications and reports.

o Maintain accurate records, files and systems for information flow and retention.

o Ensure compliance with governance protocols and confidentiality requirements.

· Support internal and external meetings and events.

o Coordinate team meetings, meetings with external stakeholders and events, including managing venues, attendees and catering arrangements.

o Provide support to the EA to the Managing Director & CEO with regard to meetings and events related to the executive and Board.

SKILLS AND QUALIFICATIONS

- 10+ years experience supporting C-suite executives in complex environments
- Strong understanding of governance and executive-level coordination.
- Familiarity with Board processes.
- Experience working in government, financial services or similarly complex environments.
- Strong organisational and time management skills.
- Tech savvy and resourceful, with strong proficiency in MS Office, particularly Outlook and PowerPoint.
- Australian citizenship and the ability to hold an appropriate level security clearance is required. Holding a current security clearance would be desirable.

Eligibility

Australian Citizenship - To be eligible to apply for this position, applicants **must** hold Australian Citizenship at the time of application.

Security Clearance - To be eligible to apply for this position, applicants **must** be able to obtain and maintain a Baseline security clearance.

Export Finance Australia is a non-APS agency.

Notes

SOUND LIKE YOU? APPLY!

To apply, please email your CV to Careers@exportfinance.gov.au

By choosing to apply, you agree to the recruitment privacy policy.

We invite and welcome applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds, people with disability and members of the LGBTQIA+ community.

If you are a candidate with a disability, let us know how we can provide you with additional support.

About the Export Finance Australia

Export Finance Australia is Australia's export credit agency. For more than 60 years, we have proudly helped hundreds of small, medium and large Australian businesses take on global opportunities. Our purpose is to support Australian export trade and overseas infrastructure development that delivers benefits to Australia. We administer the Australian Government's National Interest Account (NIA).

To Apply

Position Contact	Lee-Anne Andersen, 0447 756 512
Agency Recruitment Site	careers@exportfinance.gov.au

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Vacancy VN-0762411

Future Fund Management Agency

Closing Date:Friday 12 September 2025

Job Title	Law Clerk
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Minimum 3 days/week in the office. Tuesday and Wednesday are anchor days.
Classification	APS Level 4
Position Number	JR100245
Agency Website	www.futurefund.gov.au

Job Description

https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund/job/Law-Clerk_JR100245

About Future Fund

At the Future Fund, we're for future minds – like yours. The new investors and creators who thrive on different thinking and doing it together. Those who glimpse opportunity before it strikes and step up every day to grab it.

The Future Fund is Australia's Sovereign Wealth Fund, managing over $310 billion across seven public asset funds with the same purpose: growing Australia's future. We are a global investor and work closely with world leading investment organisations to access the best investment ideas.

Where others see challenges, we see more interesting investment experiences. Every person, every skillset, every mindset is an asset. We've got every future generation to consider, yet our approach to investing is incredibly pure: we think about it deeply, and daily. Ours is a culture where great people grow the future together, with the rare ability to work collaboratively, think freely, and make a real difference.

Are you Futureminded? Let's create what's next.

The Opportunity

The Future Fund legal team is the trusted advisor to our Agency and the Board of Guardians, supporting investment and operational activities. As a Law Clerk, you will work within the Commercial Contracting legal team under the guidance of the Legal Director, providing practical legal and administrative support across commercial advisory, procurement, and investment transaction matters.

This is a full-time position on an 18-month fixed term contract, offering an excellent opportunity to gain hands-on experience within the legal team of one of Australia's leading investment institutions.

Duties

Key Responsibilities

Key responsibilities will include:

- Assist in reviewing commercial agreements and helping to identify issues and, as required, also investment related documents such as confidentiality agreements.
- Work closely with Legal Counsels (Commercial Contracting) to provide support on commercial advice and contracts as needed
- Collate and organise investment transaction documentation, schedules, and annexures.
- Conduct internal legal research, with a focus on public sector legal obligations.
- Assist with document execution (DocuSign), filing, and agreement register management.
- Manage emails and team calls, ensuring timely, professional responses.
- Foster strong working relationships with internal teams (Legal, Procurement, Technology, Investment) and external stakeholders (legal panel firms, professional advisors, partners).
- Contribute to regulatory compliance and reporting
- Provide legal administrative and document management support to the team
- Provide process support and assist the legal team with the matter management system and use of technology including AI.

Eligibility
Notes

About You

We're looking for a natural self-starter with a can-do attitude and who can manage tasks through to completion. Collaboration is at the heart of everything we do at the Future Fund, so you should be a willing listener as well as a passionate advocate for your ideas in a group or team setting.

You should also:

- Hold an Australian law degree (essential) and ideally be part way through or have completed supervised legal practice.
- Experience in a legal firm and/or financial services environment is desirable.
- Have excellent interpersonal and written/oral communication skills including the ability to liaise with stakeholders at all levels.
- Have a partnership approach to teamwork, display personal accountability, attention to detail and strong organisational skills.

The role is open to Australian Citizens only.

We Are For Everyone

At Future Fund, we are better for our differences. Every person, every skillset, every mindset is an asset. We want everyone to feel comfortable bringing their authentic selves to work. Which is why we're looking for future minds like yours. Your past experiences help us expand our collective knowledge, add value and create something better. When doing your job means Australia has more money to invest in renewables, education, healthcare and medical breakthroughs – there's a tangible impact to what we do. And we want you to be part of it.

Are you Futureminded? Learn more about us at our LinkedIn Life page.

The Future Fund acknowledges the Traditional Custodians of the lands and waters on which we live and work. We pay respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples as we work to create meaningful change for reconciliation.

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/job/Law

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Vacancy VN-0762481

Indigenous Land and Sea Corporation

Closing Date:Sunday 14 September 2025

Western Division
Perth Program Delivery

Job Title	Project Officer (Identified)
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	$80,871 - $87,870
Future Merit Locations	Perth
Office Arrangement	On Site;Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 3
Position Number	0000
Agency Website	

Job Description

https://www.ilsc.gov.au/about/careers/project-officer-indigenous-identified-opportunity/

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural, and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

The Program Delivery Directorate oversees the management and implementation of the ILSC core legislative acquisition and management functions that assist Indigenous people to acquire and manage country (land and water) across Australia. It does this to achieve economic, social, cultural or environmental

benefits for Aboriginal and Torres Strait Islander people. It does this in accordance with the ILSC's National Indigenous Land and Sea Strategy. To do this it has three operational regions being Central Division (based in Adelaide and responsible for NT, SA, Vic and Tas) Eastern Division (Brisbane responsible for QLD and NSW) and Western Division (based in Perth and responsible for WA).

Duties

Under the direction of the Operations Manager, in line with legislative and program objectives and criteria, this role will assist as part of a project team to identify, develop and implement projects that deliver economic, environmental, social or cultural benefits to Indigenous Australians.

Specifically, the Project Officer will, under general supervision, assist in:

· Managing land and water assets with the intention of divesting the assets to Indigenous organisations.

· Developing projects that support the aspirations of Indigenous people and maximise the productivity of their assets.

· Providing reports, liaison with partners, and ensuring the performance of contract obligations relating to scheduled works, and lease agreement obligations.

The occupant of this position will be able to demonstrate the possession of the following criteria.

· Demonstrated ability to communicate effectively and build productive working relationships with Aboriginal and Torres Strait Islanders and a knowledge and understanding of their history, culture and protocols.

· Collaborate with Indigenous businesses, organisations, and other partners to achieve agreed outcomes.

· Capability to work independently and as a member of a team in a diverse work environment while effectively managing priorities and tasks to completion.

· Related experience in and/or capacity to develop the knowledge of project coordination or project management techniques.

· The ability to understand and relate contractual obligations to work tasks, and project outcomes.

· Demonstrated experience in administrative functions as it relates to project management; and may include, logistics management, diary/meeting/scheduling functions, document and reports coordination, managing conflicting priorities, records management and/or utilisation of appropriate systems.

· Undertake research and analysis to assist with preparing routine correspondence and reports for a range of audiences to aid in decision-making.

· Demonstrated ability to use initiative and solve problems, both individually and, as a member of the team.

Eligibility

At the ILSC we offer:

More than just a job. We offer you the opportunity to make a real, positive difference to the lives of First Nations peoples. When we return land and water Country to Indigenous ownership, or fund a new Indigenous enterprise or management project, we strengthen and deepen Indigenous connection to Country and advance progress towards self-determination.

· Generous leave entitlements and work conditions, including:

- 15.4% superannuation on top of your salary
- Flexible hybrid work environment (2 days WFH)
- Not-For-Profit salary packaging
- Paid leave over the Christmas and New Year's period
- Access to generous parental leave
- Training and development opportunities
- Generous Studies Assistance program

· Health and wellbeing programs:

- Healthy Employment Scheme (HES) – An annual allowance towards your wellbeing
- Screen Based Equipment Scheme – Includes eye testing and an allowance towards spectacles
- Free Skin Checks

If you have a passion to drive change and want your work to align with your values to make a real difference, we invite you to apply now and start the conversation.

The preferred applicant will be engaged under the provisions of the ILC Enterprise Agreement.

Identified Vacancy - *The filing of this employment opportunity is intended to constitute a special measure under subsection 8 (1) of the Racial Discrimination Act 1975. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.*

Applications are to include a current CV and covering letter (covering letter to be maximum 2 pages detailing how your skills and experience align with the position profile and selection criteria). Further information may be requested if you are selected for interview. You must be an Australian resident to apply for this role.

If you'd like to find out more, please contact **Ray Lennox – General Manager, Western Division on 0493 994 096.**

For the position profile and to apply please visit the ILSC Careers page at: https://www.ilsc.gov.au/careers/

Applications close Sunday 14 September 2025.

At the ILSC we're committed to building a diverse and inclusive workplace to ensure our workforce is representative of the communities we support.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply

Notes

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

About the Indigenous Land and Sea Corporation

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

To Apply

Position Contact	Ray Lennox, 0493994096
Agency Recruitment Site	https://www.ilsc.gov.au/about/careers/project-officer-indigenous-identified

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Vacancy VN-0762516

Murray-Darling Basin Authority

Closing Date:Wednesday 17 September 2025

Office of the Chief Executive
Communications & Engagement Communications

Job Title	Senior Multimedia Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Canberra ACT, Goondiwindi QLD, Griffith NSW, Mildura VIC, Murray Bridge SA
Salary	$102,321 - $112,615
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	101420
Agency Website	

Job Description

https://www.mdba.gov.au/careers

The Communications and Engagement Branch leads the Murray Darling Basin Authority's (MDBA) internal and external communications, as well as stakeholder and relationship management. It plays a central role in building trust and transparency with the public, Basin communities, other government departments, industry, and international partners, while also fostering an informed, connected, and engaged workforce. The Branch's work covers a wide range of channels and activities, including digital and social media, production, UX, publications, media releases, corporate communications, national and international engagement, and event management.

Working under limited direction, the Senior Multimedia Officer will be responsible for the coordination and delivery of the MDBA's web and online content. The role will focus on development of creative, impactful and user-centred (UX) ways to share the agency's work through established web and online channels to effectively engage audiences and deliver visual storytelling that strengthens public understanding and perceptions of the MDBA.

This role is suited to a versatile, proactive, and highly organised multimedia professional with strong technical skills, creative problem-solving, and the ability to work collaboratively across teams to translate complex information into accessible and visually engaging content in a variety of formats.

Duties

- Plan, develop and deliver high-quality digital, visual, and multimedia products to support the MDBA's communication priorities and business objectives.
- Support the planning, coordination, and delivery of Studio-related projects, ensuring effective risk management, project governance, resourcing and reporting to deliver high-quality outcomes on time and within scope.
- Engage with internal stakeholders to uplift the MDBA's web and online content with creative UX/UI solutions to deliver impactful storytelling across established channels.
- Support the timely delivery of impactful multimedia products and services including but not limited to graphic design, web content, digital and print content, and studio production.
- Assist with photography, videography and other production services where required.
- Manage the MDBA's web and digital channels, conducting scheduled updates, coordinating uplift initiatives, and ensuring consistent, modern, and up-to-date communications are reflected.
- Support the MDBA's digital asset management systems and multimedia archiving processes.
- Work closely with teams across the branch to deliver clear, impactful multimedia content to internal and external audiences that effectively convey MDBA's purpose and messaging.
- Liaise with internal subject matter experts to translate complex information into accessible and visually engaging multimedia content across web and online platforms.
- Support procurement and coordination efforts of external vendors where required.
- Build and maintain strong working relationships with internal and external stakeholders to achieve desired goals. This includes anticipating and responding to stakeholder needs and expectations, as well as representing the function in cross-agency and community forums as required.
- Monitor quality assurance of web and online content to ensure all studio outputs are impactful, consistent, and align with the MDBA's tone, visual identity and strategic narrative, as well as meeting relevant legislative, policy and accessibility requirements.
- Monitor and report on the effectiveness of web and online engagement and feedback. Support continuous improvement by making recommendations where required.
- Stay attuned to emerging design, UX and digital trends, techniques and technologies, and align approach to remain current with identified trends.
- Develop content guidelines, tools and templates to build internal capability, and contribute to team collaboration and knowledge-sharing.
- Maintain up-to-date knowledge of government design standards, accessibility requirements and relevant policies.
- At all times, act in accordance with and model the MDBA Purpose and Values and the APS Values and Code of Conduct.
- Perform other duties as required from time to time.

Eligibility

To be eligible for a position with the MDBA, you must:

- be an Australian citizen; and
- satisfy all other MDBA engagement requirements, including health and character clearance.

Specific mandatory qualifications and experience requirements also apply to this position. Select the 'Apply now' button and visit the MDBA Careers page to find out more 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 agency.

About the Murray-Darling Basin Authority

To Apply

Position Contact	Brayden Dykes, 02 6279 0520
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0762395

National Capital Authority

Closing Date:Sunday 14 September 2025

Operations Corporate Services

Job Title	Senior Officer, Human Resources
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$94,563 - $107,497
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	272
Agency Website	https://www.nca.gov.au/about-us

Job Description

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

The Senior Officer, Human Resources is responsible for performing duties across a broad range of human resource functions, including terms and conditions, payroll, end-to-end recruitment, on-boarding, off-boarding, and assisting with performance management and WHS issues.

Duties

1. Providing accurate and specialised HR advice on complex people matters as well as HR departmental policies and procedures. This will require maintaining a well-developed understanding of relevant legislation and policy frameworks.
2. Assisting in the development and implementation of HR projects, policies, processes, guidance material, key business improvements and strategies relating to the delivery of HR services.
3. Make decisions and communicate effectively, using sound judgement and expertise, while adhering to legislation, regulations, best practices, and relevant operating instructions or procedures
4. Manage payroll variation submissions and trial pay processing.
5. Administer recruitment activities – for example, place job ads, respond to job applicants, support selection panels, and arrange new starter paperwork.
6. Undertake staff inductions and coordinate other new starter processes as required.
7. Reviewing and updating HR policies in line with legislation changes, best practice and business improvements.
8. Manage status reports for HR, and for other reporting requirement as requested, such as staffing and establishment reporting, exit survey collation and organisational structure charts.
9. Contribute to annual work plan deliverables, projects, and the continuous improvement of business processes. This may include researching better practice, legislation, and government policy.
10. Assist with the management of outsourced service provider arrangements including but not limited to payroll and Employee Assistance Program.

11. Assist with the provision of human resource reports. These may include staffing, establishments, and contributions to the annual report, State of the Service, questions on notice, and NCA committee papers as required.
12. Assist with leave audits and other compliance functions as required.
13. Participate as a constructive member of the National Capital Authority and provide reasonable support with wider Branch functions.

Eligibility

As an APS 6 Senior Officer, Human Resources, you will have well-developed organisational skills, strong attention to detail and a sound analytical ability. You will be a team player with strong oral and written communication skills, and the ability to foster relationships to deliver high quality advice and support to stakeholders. In addition, you will be innovative, a problem-solver and committed to delivering exceptional service to the agency.

Skills and experience in payroll management are expected.

Although no formal qualifications are required, AHRI certification or other formal human resources attainments would be well regarded.

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 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	Katrin Wenn, 0262722958
Agency Recruitment Site	https://www.nca.gov.au/about-us/careers/current-vacancies

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Vacancy VN-0762357

National Library of Australia

Closing Date:Wednesday 10 September 2025

Collection Curatorial and Collection Research

Job Title	APS 4 - Senior Library Officer, Curatorial and Collection Research
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$75,936 - $81,994
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	On Site
Office Arrangement Details	Candidates must be on site for this role
Classification	APS Level 4
Position Number	Multiple
Agency Website	

Job Description

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

As a world leading library, the National Library of Australia offers an innovative and collaborative workplace where exceptional team players and technical specialists can flourish. As part of the Library's team, you will help support organisational reform, working collaboratively with your team to shape the Library's future.

Duties

The Library is seeking to fill an ongoing **Senior Library Officer APS 4** roles in the Curatorial and Collection Research Section of the Collection Branch. We are also seeking to fill a non-ongoing role to 30 June 2026.

As a Senior Library Officer you will work to established procedures and guidelines in making selection decisions to acquire material for the Library's collection. You will undertake research, liaise with a broad range of internal and external stakeholders, and draft recommendations for delegate approval.

We are looking for candidates with strong communication and interpersonal skills, adeptness with juggling competing priorities, and dual ability for teamwork as well as working autonomously.

To succeed in this role:

- You will ideally hold qualifications or experience in the Arts, Humanities or Social Science fields
- Be adept with learning digital systems to deploy them efficiently and effectively in your work

Eligibility

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

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

Notes

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the National Library of Australia

To Apply

Position Contact	Catherine Aldersey, (02) 6262 1690
Agency Recruitment Site	https://nla.nga.net.au/cp

Vacancy VN-0762551

National Library of Australia

Closing Date:Sunday 21 September 2025

Digital Applications Delivery

Job Title	APS6 - Test Analyst, Applications Delivery
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$95,375 - $105,910
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	Flexible
Office Arrangement Details	Flexibility may be negotiated with the successful candidate
Classification	APS Level 6
Position Number	106061
Agency Website	

Job Description

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

As a world leading library, the National Library of Australia offers an innovative and collaborative workplace where exceptional team players and technical specialists can flourish. As part of the Library's team, you will help support organisational reform, working collaboratively with your team to shape the Library's future.

Duties

The Library is seeking to fill an ongoing Test Analyst APS6 role in the Applications Delivery Section of the Digital Branch.

As the Test Analyst, Applications Delivery you will provide expert quality assurance services to support the delivery and continuous improvement of NLA systems, drawing on your deep knowledge of testing principles, IT standards, and policy frameworks. Operating under limited direction, you will perform manual testing, coordinate testing activities, develop automated test cases, and engage with a wide range of stakeholders to ensure digital services meet business and user needs.

We are looking for a candidate who demonstrates strong analytical thinking, attention to detail, and a proactive approach to problem-solving. Ideal behaviours include a collaborative mindset, the ability to work independently under limited direction, and excellent communication skills to engage effectively with a wide range of stakeholders.

To succeed in this role, the ideal candidate will bring:

- Experience in software testing (at least 3 years in a testing role), including automated and manual testing techniques.
- Strong technical skills in test case design, execution, and defect management using modern tools and frameworks.
- A deep understanding of quality assurance principles, IT standards, and policy frameworks.
- Proven ability to coordinate testing activities including User Acceptance Testing and contribute to continuous improvement of testing and release processes.
- Excellent documentation and reporting skills, ensuring clarity and compliance with legal and procedural standards.

Eligibility

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

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

Notes

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the National Library of Australia

To Apply

Position Contact	Ros Hirst, (02) 6262 1849
Agency Recruitment Site	https://nla.nga.net.au/cp

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Vacancy VN-0762340

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Friday 12 September 2025

Corporate and Business Transformation
Perth Finance and Procurement

Job Title	Accounts Payable Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$83,357 - $97,486
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Working predominantly in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	APS Level 4
Position Number	13521
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.

We are seeking a detail-oriented and proactive Accounts Payable (AP) Officer with a solid foundation in accounting principles and a passion for excellence. This role is integral to ensure the accuracy, efficiency, and timeliness of financial operations within our dynamic Finance and Procurement Team located in our Perth office.

Role:

The Accounts Payable Officer will manage the end-to-end Accounts Payable operations, including invoice processing, reconciliations, travel and expense claims, and timely payment runs, while ensuring accuracy and compliance across finance operations.

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 Accounts Payable Officer apply now and take the next step in your career with these exciting opportunities.

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:

Reporting directly to the Assistant Director - Finance and Procurement, you will be responsible for:

• processing accounts payable invoices, reconcile supplier statements, employee travel reimbursement and expense claims, ensuring accuracy and completeness and preparing supplier payment runs.

• maintaining the accounts payable database, including updating supplier banking information and creating new suppliers.

• liaising with key decision makers across the Agency to ensure invoices have appropriate approval.

• performing purchasing, travel and virtual credit card and CabCharge processing and related accounting and reconciliation transactions.

• contributing to the month end process, including but not limited to, accrued expenses, GRNI reconciliation, AP age analysis and BAS returns.

• ensuring all capex transactions are correctly coded, and the fixed asset register is updated.

• performing an analysis of open POs and follow up with business areas as necessary and ensuring all invoices have been received and processed in a timely manner.

About you:

You are known for your strong attention to detail and ability to organise and prioritise a workload with minimum supervision.

You are a good communicator confident in engaging with stakeholders drawing on your account reconciliation skills to problem solve and working with them to streamline AP processes.

Experience with Microsoft Office and proficient with Microsoft Excel, electronic document records management and accounting systems would support your success in this role.

You must be able to demonstrate:

1. Experience in accounts payable, purchase order requisitions, reconciling supplier statements.

2. Understanding of processing staff travel reimbursements and expense claims, and credit card processing and reconciliations.

3. Experience in assisting with accounting tasks, including journal entries, monthly reconciliations and providing financial support and assistance to a finance team.

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 a level appropriate for the position.

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 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	HR Adviser, (08) 6188 8778
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Vacancy VN-0761917

Productivity Commission

Closing Date:Sunday 07 September 2025

Job Title	Director, Media and Communications
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$139,885 - $175,481
Future Merit Locations	Melbourne, Canberra
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 2
Position Number	PC-2511
Agency Website	

Job Description

https://www.pc.gov.au/careers

We're seeking a strategic communicator with government experience who can work independently in a fast-paced environment. Reporting to the Assistant Commissioner, you'll lead communications, social media, publications, design, and editorial support for the PC, ensuring all materials meet high editorial standards and maintain PC's brand voice.

Duties

- Advise senior leaders on editorial direction and communications strategies for key projects and issues.
- Provide advice to the Chair, Commissioners and the senior leadership team on critical and sensitive issues to deliver consistent, high-quality messaging aligned with priorities, policies and objectives.
- Oversee timely production and publishing of reports, media releases, opinion pieces, and other collateral.
- Plan and coordinate media activities for leadership, supporting messaging and positioning.
- Collaborate with project teams to identify issues, develop content, and support coverage.
- Foster and maintain relationships with media contacts and oversee coverage and inquiries, particularly on economic topics.
- Ensure compliance with editorial style, brand standards, and government guidelines.
- Lead and manage a team in a dynamic and sensitive environment with competing priorities and foster collaborative relationships.

About you

You excel as a trusted adviser, effectively manage deadlines, and adapt quickly to changing priorities. You take initiative, thrive both independently and in teams, and bring strong collaboration skills. You also bring the experience of:

- Technical communications, especially providing strategic advice on economics matters
- A degree or significant experience in journalism, editing, digital marketing, or strategic communications
- 5+ years of B2B writing experience (preferably public sector or consulting)
- High proficiency in English grammar and Web Content Accessibility Guidelines (WCAG)
- Knowledge of SEO, metadata and content tagging.

Highly desirable

- Strong understanding of current economic, environmental, and social policy issues, or the ability to rapidly acquire it.

The strong expectation is that the successful candidate will have demonstrated experience across the Integrated Leadership System (ILS) EL2 profile.

A merit pool of suitable candidates may be created for similar ongoing or non-ongoing vacancies in Canberra.

Eligibility

To be eligible for employment with the Productivity Commission, applicants must:

- be an Australian citizen or hold an Australian Citizenship
- be willing to undergo a security and character clearance (which may include, but not limited to, completing an identity verification check, police check, and obtaining/maintaining an Australian Government security vetting clearance if required by the role)
- provide evidence of mandatory qualifications (if applicable).

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 agency.

About the Productivity Commission

The Productivity Commission is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians. Its role, expressed simply, is to help governments make better policies in the long-term interest of the Australian community.

To Apply

Position Contact	Liz Callaghan, liz.callaghan@pc.gov.au
Agency Recruitment Site	https://www.pc.gov.au/careers

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Vacancy VN-0762552

Sport Integrity Australia

Closing Date:Sunday 21 September 2025

Operations Anti-Doping Investigations

Job Title	Director, Investigations
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$137,562 - $165,995
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	Executive Level 2
Position Number	0056_0925
Agency Website	www.sportintegrity.gov.au

Job Description

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

The Team:

Anti-Doping Investigations primary role is to facilitate investigations into possible anti-doping rule violations in accordance with the National Anti-Doping (NAD) scheme and the World Anti-Doping Code.

We examine all credible allegations or information about doping in sports with a relevant anti-doping policy. However, an allegation or information on its own is not enough to bring about an anti-doping rule violation under the NAD scheme. To do this, we investigate to gather sufficient, reliable and admissible evidence to prove or disprove a possible breach of the NAD scheme or relevant anti-doping policy of a sport.

The Role:

The Director Investigations provides strategic leadership and operational direction to Sport Integrity Australia investigations into possible anti-doping rule violations in Australian sport. It is responsible for managing the development, implementation and maintenance of anti-doping investigation capability within Sport Integrity Australia. In addition, the occupant will be required to provide high level advice and support to the Sport Integrity Australia Executive including where required as part of broader investigations outside of the anti-doping remit.

Duties

The duties of the Director Investigations will vary according to the needs of the Executive, Senior Executive and as informed by the Head of Operations. Under limited direction, duties and responsibilities include:

- Manage, coach and provide strategic direction to a team of investigators involved in conducting investigations related to possible anti-doping rule violations and other anti-doping matters.
- Lead and mentor a team to build team culture and an effective team approach to achieving agency goals and priorities.
- Manage the use of resources to ensure outcomes are delivered within agreed timeframes and within budget
- Provide strategic advice to the Sport Integrity Australia Executive regarding emerging trends in doping in sport and sport integrity matters to inform and support the National Integrity Framework.
- Determine, in consultation with the Sport Integrity Australia Executive, overall priorities for investigations.
- Coordinate and supervise investigations in accordance with those priorities to meet team and organisational outcomes.
- Work with relevant areas of Sport Integrity Australia, including Director Legal, Director Intelligence and Director Sport Operations to ensure investigations are compliant and intelligence informed.
- Conduct high-level representation of Sport Integrity Australia at forums and meetings with relevant stakeholders.
- Assisting, identifying and recommending mitigation strategies for potential risks to achieve Sport Integrity Australia’s mission and objectives

- Maintaining sustainable and effective relationships with a range of internal and external stakeholders including national sporting organisations, Australian regulatory and law enforcement bodies and peak sporting bodies
- Agency governance and reporting requirements, as well as representation as part of the agency Senior Leadership Group.
- This role may require frequent travel - sometimes at short notice.

The key accountabilities for the Director, Investigations include but not limited to:

- Ensure compliance with Sport Integrity Australia Act 2020, the Sport Integrity Australia Regulations 2020, the World Anti-Doping Code, International Standard for Testing and Investigations, the Australian Government Investigations Standards and the Public Interest Disclosure Act 2013.
- Ensure compliance with Sport Integrity Australia Investigations procedures and implement relevant updates when necessary.
- Endorsing and encouraging ‘best practice’ record keeping in accordance with Sport Integrity Australia’s Record Keeping Policy and Information Governance Framework.
- Complying with all relevant legislation and Sport Integrity Australia work health and safety policies, procedures and instructions and Sport Integrity Australia ICT and Information Governance Framework.
- Ensuring the APS Code of Conduct is adhered to at all times.

Eligibility

Selection Criteria

- Demonstrated experience in leading teams and promoting positive culture.
- Demonstrated experience managing performance outcomes/output under time pressures.
- Highly experienced in leading and coordinating complex investigations, demonstrating high level problem solving and forming sound judgements.
- Highly experienced in leading and coordinating multiple concurrent investigations, ensuring priorities are managed effectively.
- Demonstrated ability to shape strategic thinking, aligning operational activities with strategic goals.
- Highly developed written and verbal communication skills, with the ability to target a range of audiences.
- Tertiary qualifications in investigations or a relevant discipline or field would be highly regarded.

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 delegate has agreed, in writing. The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment. Sport Integrity

Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

Conflict of Interest

Employees of Sport Integrity Australia must remain independent from Government and sport in its operational decisions and activities to comply with Article 20.5.1 of the World Anti-Doping Code (WADC) 2021. If you are currently involved in the management or operations of any sporting organisation (such as an International Federation, National Federation, Major Event Organisation, National Olympic Committee or National Paralympic Committee), or government department with responsibility for sport or anti-doping, you should seek advice from Sport Integrity Australia Recruitment before applying for Sport Integrity Australia roles.

Notes

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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	Chris Butler, 02 6222 4213
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

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Agriculture, Water and the Environment

Vacancy VN-0762230

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 15 September 2025

Biosecurity Operations
Cargo Operations Cargo Operations Business Management

Job Title	Assistant Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$124,861 - $134,295
Future Merit Locations	Canberra, Sydney, Adelaide, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 1
Position Number	2025/2746
Agency Website	https://www.agriculture.gov.au

Job Description

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

Cargo Operations South and Detector Dogs (COS&DD) pathway delivers regulatory assessment and inspections of goods, across the biosecurity continuum (offshore, at the border and onshore) to verify compliance with Australia's biosecurity and imported food requirements and has a presence in Victoria and Tasmania. The branch is also responsible for national delivery of client contact services, along with biosecurity detector dog program policy, training, and operations.

The **Cargo Operations Business Management (COBM) Section** provides management support to the Cargo Operations Pathway to drive consistency and improvement in business management practices. This includes budget management, parliamentary process coordination, governance coordination, operational business support, business continuity planning, performance measure reporting, business planning, procurement, consideration of Compensation for Detriment caused

by Defective Administration (CDDA) compensation claims, statutory compensation management and client feedback. COBM also contributes to broader strategic innovation and improvement projects for the pathway.

Duties

The Job

The role of an Assistant Director in the Cargo Budget Management team in COBM is to support the achievement of operational outcomes in line with the department's corporate plan and Biosecurity Operations (BOD) business plan.

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

- leading, and managing the performance and accountability of a geographically dispersed team,
- developing and managing the budgeting cycle for the Cargo Operations Pathway which includes monitoring several expense budgets within the branch,
- leading the development of Cargo Operations Pathway cost recovery performance reporting, with a focus on activity reporting, debt recovery, charging practices and revenue leakage,
- leading and managing the procurement of Cargo Operations Pathway supplier goods,
- providing expert financial advice to the Assistant Secretaries and Directors on matters such as financial reporting, budget control, budget development, forecasting, and financial planning activities specific to the Cargo Operations Pathway,
- developing strategies in consultation with the Directors and Assistant Secretaries to mitigate and/or address branch related financial risks and financial underperformance,
- contributing to and conducting financial analysis to drive improved business outcomes, including developing solutions to financial risks.
- developing and maintaining professional working relationships with internal stakeholders across a national footprint that promotes the collaborative exchange of financial and business information,
- leading the month end reporting cycle including fostering close relationships with department Finance Business Partners to ensure the results are accurate, including forecasting,
- leading the development, drafting, coordination and input into financial information in executive briefings, governance documents, business plans and range of other documents including but not limited to variance reports, monthly performance dashboards and forecasting.
- leading process improvement activities to enable strong financial governance processes and consistency in financial management practices across the Cargo Operations Pathway,
- representing the Cargo Operations Pathway at various meetings involving other areas of the department,
- supporting the preparation of financial information for external stakeholders,
- promoting, modelling and ensuring adherence to APS Values, Employment Principles and Code of Conduct while managing diversity,
- assisting with other matters as requested by the Director.

Eligibility

What we are looking for

Knowledge and experience

The successful applicants will have:

- Qualifications and experience in budget management.
- Foundational knowledge of cost recovery principles.
- Experience with the Technology One Enterprise Suite.
- Experience in budget development monitoring.
- Experience in leading, managing, mentoring and supporting staff.
- Experience in internal and external stakeholder engagement.

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 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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Stacey Collins, 02 6272 5471
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0762371

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 01 March 2026

Legal
Several Several

Job Title	Paralegal Employment Register
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Up to negotiation
Classification	APS Level 4
Position Number	2025/526
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
Legal work in the Department of Agriculture, Fisheries and Forestry is unique. As part of the Legal Division you will have the opportunity to provide administrative and paralegal support on matters that directly affect all Australians across areas as diverse as biosecurity, agricultural production, trade, food, wine, fisheries and forestry.

A job with Legal Division is a chance to meaningfully apply your skills to practical outcomes in an environment focused on your learning and development. The Legal Division's large and diverse practice is responsible for:

- Advice on regulatory systems, operations and cost recovery to assist staff on the front lines with Australia's quarantine, trade, food safety and exports across diverse supply chains, at airports and in the community.
- Practical legal advice to assist investigation and enforcement of biosecurity and export laws to ensure Australia's trade and health are safeguarded.
- Developing and progressing legislation and working closely with policymakers to put effective laws in place.
- Managing the department's litigation caseload and dispute resolution, including working with external law firms and counsel to provide strategic advice to support the department's policy and operational activities.
- Employment law advice, including on investigations, work health and safety and external review proceedings.
- Advice about the department's extensive range of commercial matters, including advising on procurements and grants, ICT contracting, the Commonwealth resource management framework, intellectual property and property matters.
- Advising on issues arising from data management and information collection and management, including privacy advice and freedom of information requests.

We pride ourselves on providing a supportive and flexible working environment. We'll work with you to provide you with the right tools to achieve your career aspirations.

Duties

The Job

Paralegal roles across the Division help support the important work that we do for the department and the Commonwealth, while giving you the chance to apply your legal skills to achieve meaningful outcomes. You will also receive ongoing targeted learning and development, including mentorship from Government Lawyers. Whilst these are non-ongoing roles, they provide an exciting opportunity to gain practical experience and insight into Government in-house practice to help to inform your decisions around entering government graduate programs or alternative pathways to legal practice.

In addition, these non-ongoing roles will provide you with the opportunity to develop experience and skills needed to be competitive in permanent paralegal recruitment processes run periodically by the Division. A permanent paralegal role with us provides you with a pathway into your government law career. Duties for the roles may include but are not limited to:

- Assisting with legal research, legal advice and project work.
- Reviewing and drafting guidance papers and materials.
- Assisting with the preparation of reports.
- Providing administrative support to legal officers.
- Monitoring team mailboxes.
- Entering data into LEX (our matter management system) and uploading legal advice to the Legal Advice Register.
- Working collaboratively with internal and external stakeholders, including client areas across the department and external legal service providers.
- Developing legal training.

Please note:

- The roles offered through this register are temporary and have a maximum duration of 12 months in the initial non-ongoing engagement.
- Please note that ongoing engagement or promotion under the Public Service Act 1999 is not possible through this register.
- Submitting an application does not guarantee employment with the department.

Eligibility

What are we looking for
Knowledge and experience
Previous experience in the following is desirable but not essential:

- Experience working in a legal environment.
- Experience providing administrative support.
- Competency using and navigating legal matter management systems.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Angela Gullace, angela.gullace@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0762378

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 15 September 2025

Exports and Veterinary Services
Export Standards eCert and Micor

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$124,861 - $134,295
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 1
Position Number	2025/3035
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Export Standards Branch (ESB) leads technical market access negotiations and engagement with Australia's key trading partners for a range of exported agricultural and food commodities and certified products. ESB also pursues Australia's interests internationally in multilateral food safety and trade related forums and leads technical trade modernisation initiatives and collaborative projects to grow closer ties in markets.

Electronic Certification (eCert) team is responsible for leading negotiation, implementation, and expansion of paperless sanitary and phytosanitary certification across exports and imports via eCert. eCert is an electronic system to generate export certificates for traded food and agricultural commodities through a direct government to government exchange. Certificates provide assurances to importing countries concerning food safety and animal and plant health. The implementation of eCert provides an opportunity for agricultural goods to be cleared faster at point of entries and can provide assistance in identifying instances of food and certification fraud. Australia is seen as a leader in eCert having helped develop the international standard and continues to play a key role in multi-lateral standard setting forums.

Duties

The Job

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

- provide management to a small team with multiple and changing deadlines
- deliver outcomes and technical projects as required and engaging and informing stakeholders to facilitate the delivery of programs and projects
- provide detailed advice and technical assistance relating to the department's paperless certification systems
- undertake complex analysis, identify problems and provide advice and appropriate solutions to stakeholders and management.

Please note that the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Flexible working arrangements

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

Eligibility

What we are looking for

Knowledge and experience

Knowledge of:

- Experience maintaining stakeholder relationships with internal and external stakeholders.
- Experience achieving results while remaining positive and responding to pressure in a calm manner.
- Knowledge of international trade and Australian agricultural industries, and/or
- Understanding and appreciation of the food safety and regulatory environment as well as the international standards development framework (Codex, IPPC, WOAH) and the World Trade Organization (SPS and TBT), and/or
- Strong understanding of regulatory frameworks Experience in managing a small team with high level teamwork skills to support team synergy and cohesiveness to collectively achieve team goals.
- Thinking strategically and providing innovative solutions to complex policy issues
- Working with and effectively communicating with a range of stakeholders and clients.
- Working under pressure, prioritising and managing time effectively.
- Demonstrating initiative, problem-solving skills and a drive to achieve goals.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Matthew Moore, 02 6272 3411
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0762415

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 22 September 2025

Biosecurity Plant and Science Services
Science & Surveillance Torres Strait & Field Operations

Job Title	Team Leader – Affirmative Measure
Job Type	Full-Time, Ongoing
Location	Thursday Island QLD
Salary	$84,794 - $93,020
Future Merit Locations	Thursday Island
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	2025/2945
Agency Website	https://www.agriculture.gov.au

Job Description

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

- *Conduct biosecurity activities to protect Australia from pests, diseases, and weeds.*
- *Lead and supervise frontline biosecurity staff in the Torres Strait and Northern Peninsula Area.*
- *Work in a team that provides biosecurity service delivery in communities in Northern Australia.*

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.

Who we are

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

sites nationally and delivers plant, animal and aquatic health surveillance in northern Australia. The division works closely with communities and Indigenous rangers and regulates biosecurity risk in the Torres Strait.

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

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

Duties

The Job

As part of the team, perform a range of duties and activities including but are not limited to:

- managing/leading a small operational team, including the supervision of staff (and their performance) conducting biosecurity inspections and undertaking various activities in relation to vessels, aircraft, cargo and passengers in accordance with applicable legislation and ensuring high standards of inspection compliance and reporting are met,
- providing management field support by assisting scientific staff with plant surveillance and insect trapping activities,
- ensuring appropriate information flows between the team and the Operations Coordinator and Assistant Director,
- assisting in the preparation of reports, data collection and analysis and undertaking general administrative functions associated with management of the unit,
- contributing to the preparation and coordination of formal training programs for less experienced and trainee inspection staff as well as participating in on-the-job training activities as required,
- assisting in the mentoring, training and development of staff on the ground as well as verifying team members work activities,
- interpreting and applying the Department’s legislation, particularly in relation to the Torres Strait Treaty,
- liaising with other government agencies, local communities, Torres Strait Islander and Aboriginal regional authorities, and clients and their representative industry bodies,
- providing input into projects and activities relating to the Torres Strait and Northern Peninsula area,
- supervising staff and lead work critical to the delivery of frontline biosecurity regulation, response and community engagement functions in the Torres Strait consistent with applicable provision of the Biosecurity Act 2015, interagency agreements and national biosecurity strategies.

Please note that the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Please note accommodation may be available for this position subject to relevant provisions of the Department's staff housing policy and approval by the delegate. Applicants should still familiarise themselves with the local housing market prior to applying for this position. Assistance with relocation costs will be provided as part of the employment package and subject to approval by the delegate.

Eligibility

What are we looking for

Knowledge and experience

The successful applicants will have:

- Knowledge of the locations and environment in which the Northern Australian Quarantine Strategy operates, and the provisions of the Torres Strait Treaty.
- Experience in, or capacity to deliver and supervisor, biosecurity inspection services in accordance with applicable legislative and administrative requirements.
- Demonstrated understanding of culture and issues facing Aboriginal and Torres Strait Islander people.
- Sound understanding of WH&S issues.
- Demonstrated understanding of the APS Values, Code of Conduct, and governance requirements and practices.

The successful applicant must:

- hold a current Apply First Aid Certificate or have the ability to obtain this qualification,
- hold and maintain a valid Australian motor vehicle drivers licence,
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work,
- note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours,
- note that you may be required to perform occasional out-of-hours and weekend work,
- note that you will be required to travel in remote/isolated locations in northern Australia or its near northern neighbours, using a variety of transport including vessels, light/commercial aircraft, helicopters and manual four wheel drive vehicles,
- note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams,
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy,
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

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 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 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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Nancy Mosby-Kirk, 0472 823 873
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0762446

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 15 September 2025

Biosecurity Operations
Goods and Conveyance Policy Military Policy

Job Title	Assistant Director - Military Policy
Job Type	Full-Time, Ongoing
Location	Perth WA, Sydney NSW, Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Melbourne VIC
Salary	$124,861 - $134,295
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 1
Position Number	2025/2888
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Goods and Conveyance Policy Branch is responsible for determining, developing, and enabling the strategies, regulatory frameworks, tactics and interventions that manage biosecurity and other risks within the transport and trade pathways into Australia. The branch brings together how the department detects and responds to biosecurity risk and non-compliance. The branch sets operational policy for the biosecurity clearance of all air and sea cargo, conveyances and ports, mail, military, seasonal pests, and provides support and advice on policy assessment related matters

Military Policy is responsible for the development of policy to manage onshore biosecurity risk associated with the movement of military cargo, conveyances and personnel either returning to, or entering, Australian territory. We support the education and awareness of the Australian Defence Force (ADF) and foreign defence forces (FDFs) of biosecurity risks through the development of targeted training materials. We assist the ADF and FDFs plan military exercises in Australia and work closely with Military Operations in Biosecurity Operations Division to manage the deployment of biosecurity officers to conduct offshore biosecurity inspections across the world. Military Policy is also responsible for overseeing and implementing the Agriculture-Defence Memorandum of Understanding (MOU), the primary policy framework (in addition to *the Biosecurity Act 2015*) for engaging with the Department of Defence, the ADF and FDFs to manage biosecurity risk.

Duties

The Job

The Assistant Director – Planning, Military Policy is a dynamic, exciting and complex role which balances strong biosecurity regulation against ensuring strategic objectives of the Australian Government are met. The role has a diverse stakeholder group ranging from other government departments to the Australian Defence Force (ADF) to foreign defence forces (FDFs) entering Australia's territories to conduct exercising either in a unilateral, bilateral or multilateral manner.

The occupant of the position be a strong leader who can:

- establish, manage and negotiate the department's annual and forecast offshore biosecurity inspection program
- represent Military Policy, and the department, during planning of defence activities within Australia
- develop and maintain strong working relationships with diverse stakeholder groups
- convey, with confidence, key biosecurity entry requirements while remaining outcomes focussed
- manage a small team of planners during periods of planning uncertainty and changing priorities, and
- demonstrate strong acumen in identifying, providing briefing on, and managing biosecurity risk both offshore and onshore in line with our commitments.

Please note Interstate and international travel may be required as part of this role.

Please note that this recruitment process will initially be used to fill one vacancy on an ongoing basis and the role may be able to be performed from any of the locations listed above. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Flexible working arrangements

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

Eligibility

What we are looking for

Knowledge and experience

- Experience in leading, managing and supporting staff to work collaboratively in a challenging, complex and fast paced environment.
- Experience in implementing change and managing ambiguity in the workplace.
- Experience in the effective coaching and mentoring of staff.
- High level writing skills with demonstrated experience delivering a range of written products.
- A demonstrated understanding of the APS Values and Code of Conduct.
- A strong understanding of, and experience in applying, the Biosecurity Act 2015, to meet regulatory outcomes (strongly 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 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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Tim Killesteyn, 0466 862 287
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0762522

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 21 September 2025

Job Title	Chairperson of AgriFutures Australia
Job Type	Part-Time, Non-Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - WA WA, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - QLD, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - SA, Various locations - NT, Various locations - TAS
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Statutory Appointment
Position Number	2025/3103
Agency Website	https://www.agriculture.gov.au

Job Description

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

Expressions of interest are sought for the part-time position of Chairperson of AgriFutures Australia (AgriFutures) for a three-year term commencing on 11 January 2026.

AgriFutures is a statutory research and development corporation (RDC) established by the *Primary Industries Research and Development Act 1989*.

AgriFutures invests in research, development and extension (RD&E) to strengthen Australian rural industries and regional communities. It is funded by levies collected from 13 industries and matching Commonwealth funding for eligible RD&E. AgriFutures also receives Commonwealth funding to invest in RD&E that is of benefit to the whole of Australian agriculture.

Duties

Role of the Chairperson

The AgriFutures Chairperson has primary responsibility for steering the corporation toward fulfilling its responsibilities and stimulating positive board dynamics. The role of the Chairperson is to:

• ensure compliance with statutory obligations

• ensure that investment in RD&E is undertaken in accordance with government and industry priorities for RD&E and other policy directions as well as ensuring that investments provide value to industry

• consult and communicate with government, industry representative organisations and other stakeholders

• participate in the Council of Rural RDCs Chairs meetings and work collaboratively with other RDCs

• foster a strategic and collaborative approach to AgriFutures' activities that links to broader objectives for the agriculture sector

• maintain strong governance practices with regular reviews, including periodic review of the board's functioning and performance.

Eligibility

Applicants should demonstrate highly developed experience and capability in:

• leadership

• setting strategic business direction

• business acumen

• communication and consultation skills

• board experience

• appreciation of governance practices

• understanding of government

• knowledge and/or experience in Australia's rural industries.

Note: A person who is a member of the executive of the corporation's representative organisation must not be appointed. If nominated, you must resign from your position at the representative organisation before appointment is possible.

Current remuneration is $69,080 per year (as determined by the Australian Government Remuneration Tribunal). The Chairperson is a statutory office. It is important that you understand the responsibilities and liabilities as a director holding public office.

Notes

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Alison Curran, 0481 915 869
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0762187

Administrative Review Tribunal

Closing Date:Monday 15 September 2025

Tribunal Operations
Corporate Services Information Management, Decisions Publication Team

Job Title	Publications Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$76,887 - $83,480
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 4
Position Number	40408
Agency Website	https://www.art.gov.au/

Job Description https://art.bigredsky.com/page.php?pageID=106

Join our team as a APS4 Publications Officer!

Do you want to help promote public trust and confidence in Tribunal decision-making as well as ensure that privacy and confidentiality requirements are met? If so, this could be the role for you!

This exciting hybrid role will be located in Melbourne. Please note on commencement you will be required to attend the office for training purposes and then move to a hybrid work arrangement.

About the opportunity

Reporting to the Team Leader, Decisions Publication, the Publications Officer redacts Administrative Review Tribunal decisions to remove identifying information in accordance with legislative requirements, non-publication orders, policy and procedures, to prepare decisions for publication.

The Publications Officer will work as part of a harmonious, small and friendly team.

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.

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options, including flexi-time and remote working to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance
- Employee Assistance Program for you and your family
- positive and inclusive culture.

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

Duties

- **Decision-making**: Apply judgment, knowledge and limited discretion in interpreting and applying procedures and guidelines relating to publication of decisions.
- **Decision preparation:** Review and redact decisions with strong attention to detail to remove information that may identify applicants and other persons in accordance with ART privacy requirements including legislation, non-publication orders, policy and procedures. Prepare catchwords and use case management systems according to procedures.
- **Stakeholder management**: Resolve decisions publication enquiries from internal stakeholders in consultation with the Team Leader and provide information and advice as a representative of the work area. Build rapport and maintain stakeholder relationships within defined parameters.
- **Team support**: Contribute to regular update and refinement of procedures and guidelines relating to publication of decisions, continuous improvement in ways of working and assist with whole of section or team projects as directed.

About you:

To be successful you will have:-

- Demonstrated strong attention to detail and ability to understand and apply legislation, non-publication orders and adhere to policy, procedures and guidelines.
- Well-developed computer literacy, including the ability to use Office 365, edit documents using Track Changes in Microsoft Word, troubleshoot issues and use and maintain accurate records in case management systems.
- Strong verbal communication skills, including a demonstrated capacity to communicate clearly, accurately and respectfully with diverse internal stakeholders.

- Demonstrated written communication skills, including the ability to produce high quality correspondence in a professional environment that meets the needs of internal stakeholders.
- Sound organisational skills and ability to prioritise work to achieve high quality results within strict timeframes.
- Demonstrated ability to work independently and as part of a team to achieve Tribunal goals

Eligibility

Essential:

- Experience working with legal content.
- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our Career Opportunities page.

Please submit a CV, cover letter, and upload a separate document addressing all the required capabilities as detailed in the position description.

Shortlisted candidates may be required to undertake a Redaction Exercise as part of the recruitment process.

Notes

NO AGENCIES PLEASE

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

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your application.

Please note a merit list/pool may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to 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. Similar conditions may apply when employed under other Acts. For clarification please contact the 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	Ron Olthof, 02 9276 5443
Agency Recruitment Site	https://art.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0762383

Administrative Review Tribunal

Closing Date:Sunday 07 September 2025

Job Title	Tribunal Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Hobart TAS, Melbourne VIC, Canberra ACT, Brisbane QLD, Adelaide SA, Perth WA, Darwin NT
Salary	$76,887 - $83,480
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 options, including flexi-time and remote working
Classification	APS Level 4
Position Number	TBC
Agency Website	https://www.art.gov.au/

Job Description

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

Are you looking for a role that provides meaningful and diverse work and offers genuine career growth? If so, the Administrative Review Tribunal is the place for you.

The Administrative Review Tribunal (ART) is seeking applications for multiple **APS4 Tribunal Officers** across all our CBD locations, Adelaide, Brisbane, Canberra, Hobart, Melbourne, Sydney, Darwin and Perth, to support the Case Management, User Service and Member Services sections.

These hybrid positions are available primarily on a full-time ongoing basis; however, non-ongoing and part-time working arrangements can also be considered.

Please note: due to the nature of the roles in User Services, onsite attendance is required each day, and part-time opportunities are not available.

About the 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.

You can learn more on the ART website.

What we offer:

- flexible working options, including flexi-time and consideration will be made for remote working where possible to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs support including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance
- Employee Assistance Program for you and your family
- positive and inclusive culture.

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

About the opportunities:

These positions offer a chance to make a meaningful impact, assist people through the review of government decisions and offer a genuine career path.

APS4 Tribunal Officers:

$76,887 - $83,480 per annum + 15.4% superannuation

You will be responsible for providing information and managing enquiries from review parties, their representatives and Tribunal members. Therefore, strong verbal and written communications skills are an essential part of this role.

Desirable:

- Tertiary qualifications in a field of study that might demonstrate some or all the required capabilities OR relevant experience in a similar work environment OR subject-matter expertise related to one or more of the ART's jurisdictions.

More information about the role, duties and required capabilities and experience, is contained in the Position Description and additional information linked below and available on our Career Opportunities page.

Duties

Case management and analysis: Develop and maintain a good knowledge of applicable legislation and policy frameworks, operations, and practices of the jurisdictions of the ART. Manage a caseload and/or undertake case management and case analysis tasks. Interpret and apply legislation, policy, and procedures to sets of facts in order to make recommendations in relation to case pathways, prepare case-related information and correspondence, and make decisions in accordance with delegations and procedures.

User engagement: Liaise with users of the ART’s services in relation to cases before the ART. Conduct outreach calls to self-represented applicants. Provide accurate procedural information.

Administrative assistance: Maintain and update case files using case management systems and undertake general administrative support functions, including data entry, management of incoming and outgoing correspondence, copying and mailbox management.

Eligibility

- Australian citizenship is a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Notes

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

Please note a merit pool/list may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature

age people. If you have any support or access requirements, we encourage you to advise us if invited to 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. Similar conditions may apply when employed under other Acts. For clarification please contact the 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	Nuwani Pathirana / Lisa Gransbury, 02 9276 5443
Agency Recruitment Site	https://art.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0762152

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 14 September 2025

Intelligence
Mission Coordination and Analysis Operational Analysis

Job Title	Director (Illicit Commodities and TSOC Nexus Threats)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$147,006 - $165,631
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	Executive Level 2
Position Number	6191_08/25_MCA
Agency Website	https://www.acic.gov.au/

Job Description

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

The positions of Director Illicit Commodities and Director TSOC Nexus Threats are key leadership roles in ACIC's operational analysis capability responsible for delivering leadership and management of a diverse group of professionals delivering operational strategies and impactful insights on priority serious and organised crime.

Duties

As a Director, Illicit Commodities you will:

- deliver targeting, high quality operational intelligence on illicit commodities that enhances intelligence collection activity and shapes strategies for impactful disruption outcomes.
- lead and manage a section that provides insights into commodity trends, markets and actors while being connected to internal and external partners to shape operational, strategic and policy-level decision making across the national intelligence community and law enforcement.

As a Director, TSOC Nexus Threats you will:

- address the TSOC nexus to national security by setting relevant operational intelligence requirements and priorities
- partner with collection operations and external agencies to build investigative strategies addressing these requirements.
- lead and manage a high performing section that synthesises intelligence into timely and impactful intelligence insights that inform key customers on the threat picture of the TSOC nexus to national security.

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 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC.

Notes

The ACIC is committed to diversity and inclusion. We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, 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	Chris, 0499 972 294
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0762478

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Tuesday 16 September 2025

Corporate
Australian Institute of Criminology Office of the CEO

Job Title	Senior Research Analyst/Principal Research Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$94,563 - $141,853
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 6;Executive Level 1
Position Number	6157_08/25_OCEO
Agency Website	https://www.acic.gov.au/

Job Description

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

APS LEVEL 6, SENIOR RESEARCH ANALYST

This position will be in the Australian Institute of Criminology (AIC). The AIC is Australia's national research and knowledge centre on crime and justice. We conduct rigorous empirical research on topics that are of national significance. Roles undertaking cybercrime research are currently available, while a merit list will be established to fill any potential future roles related to the AIC's other research priorities.

EXECUTIVE LEVEL 1, PRINCIPAL RESEARCH ANALYST

This position will be in the Australian Institute of Criminology (AIC). The AIC is Australia's national research and knowledge centre on crime and justice. We conduct rigorous empirical research on topics that are of national significance. Roles overseeing research into transnational serious and organised crime and violent extremism are currently available, while a merit list will be established to fill any potential future roles related to the AIC's other research priorities.

Duties

As a Senior Research Analyst, you will:

- Undertake research projects;
- Produce and supervise research output;
- Disseminate research findings in a variety of forums;
- Demonstrate expertise in particular areas.

As a Principal Research Analyst, you will:

- Manage and undertake research projects;
- Produce and supervise research output;
- Disseminate research findings in a variety of forums;
- Demonstrate expertise in particular areas;
- Provide leadership across the AIC.

Your skills and capabilities

APS LEVEL 6, SENIOR RESEARCH ANALYST

- Experience in initiating, designing and managing research and/or evaluation projects;
- Strong research, conceptual and analytical skills, including the use of quantitative and qualitative methods;
- Strong writing and presentation skills, including the ability to identify and convey key results from research in concise and detailed peer-reviewed publications and present research findings and their implications;
- Strong interpersonal skills, in particular expertise in consultation, liaison and negotiation and the ability to foster good working relationships with stakeholders and internal and external clients.

EXECUTIVE LEVEL 1, PRINCIPAL RESEARCH ANALYST

- Expertise in initiating, designing and undertaking research, statistical and/or evaluation projects
- Outstanding research, conceptual and analytical skills, including the ability to analyse, interpret and archive quantitative and qualitative data
- Strong writing and presentation skills, including the ability to identify and convey key results from research in concise and detailed peer-reviewed publications and present research findings and their implications to a range of, government, law enforcement and academic audiences
- Experience in managing large scale research projects, including providing direction to others, monitoring workflow, setting priorities, meeting deadlines and reporting to stakeholders and senior management
- Strong interpersonal skills, in particular expertise in consultation, liaison and negotiation and the ability to foster good working relationships with stakeholders and internal and external clients.

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 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC.

Notes

The ACIC is committed to diversity and inclusion. We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, 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	Anthony, 0422 211 383
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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Attorney-General's

Vacancy VN-0762487

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Tuesday 16 September 2025

Corporate
Intelligence and Information Systems National Criminal Intelligence Systems

Job Title	Assistant Director, NCIS Policy
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$117,662 - $141,853
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	Executive Level 1
Position Number	6174_08/25_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

The Assistant Director National Criminal Intelligence System (NCIS) policy role is responsible for undertaking research and analysis, reviewing alternatives in relation to policy deliverables, contributing to national information sharing policy process and informing decision making in the NCIS Program.

The role provides support and advice to the NCIS Program on a broad range of operational and administrative matters including developing policy and working with other Commonwealth and State agencies to suggest policy and law reform.

Duties

- Undertake research and analysis to inform policy initiatives for national sharing of law enforcement and criminal intelligence information.

- Provide support and advice to the NCIS Program on a broad range of operational and administrative matters including policy development with a range of Commonwealth and State agency stakeholders.
- Providing a range of program and project support services, including preparation of discussion papers, briefs and submissions, to contribute to the development and delivery of policy and legal initiatives.
- Communicating with key stakeholders and coordinating working groups, committee meetings, and stakeholder consultations to support engagement, governance and policy work.
- Assisting with legislation compliance tasks for the program including governance reporting on the use of relevant ACIC systems.
- Building and maintaining general awareness of legislations relating to Commonwealth and State agencies, especially in regard to the use, inter-agency sharing, and safeguarding of information.
- Facilitating effective collaboration with colleagues from the Legal Advice section including providing context about the target national information sharing environment as well as interpreting legal advice.
- Providing advice and embedding good governance practices within the program and national information sharing contexts.
- Contributing to specific project work including the preparation of new and revised Memoranda of Understanding and Inter Governmental Agreements.
- Applying the ACC Act and other bodies of legislation impacting national information sharing practices within the framework of ACIC’s roles and functions.
- Coordinating requests received in relation to policy and legislative matters affecting the NCIS Program and facilitating a consolidated response on behalf of the program.
- Assisting with the development, maintenance and implementation of Standard Operating Procedures and related guidance.

Your skills and capabilities

- Excellent communication skills, with experience in crafting policy materials that inform and influence decision making.
- Demonstrated experience in analysing complex policy issues, developing evidence-based policy recommendations, and advising on policy implementation and governance.
- Proven ability to build and maintain strong relationships with diverse stakeholders, including government agencies and external partners.
- Strong understanding of regulatory frameworks and compliance requirements, with the ability to interpret and apply relevant laws and regulations.
- Ability to work collaboratively in a team, manage multiple policy projects, and prioritise work streams to deliver high-quality outcomes.

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 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC.

Notes

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To Apply

Position Contact	Lisa, 0467 967 037
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0762331

Australian Federal Police

Closing Date:Monday 15 September 2025

Job Title	Forensics Operational Capability Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$118,673 - $127,101
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Applicants are expected to be based in Canberra. Flexible working arrangements may be considered dependent on the applicant.
Classification	Executive Level 1
Position Number	15114
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15114/

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%

- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Are you a scientist who wants to protect Australia and Australian interests?

AFP Forensics Command is an essential and trusted policing partner. We have built our reputation on being innovative and collaborative problem solvers, able to respond to the most complex challenges with dedication and skill. We provide probative intelligence, expert opinions, and tailored solutions to meet operational needs. We ensure ongoing operational impact while maintaining the trust of the community.

Forensics Operational Capability Team Leader roles exist within Criminalistics, Biometrics, and Crime Scenes. The function of this role is to progress the relevant disciplines in line with Forensics' strategic priorities. Impact is achieved across all AFP Outcomes: National and International Policing, ACT Policing, and Specialist Protective Services, as well as International Policing Missions.

The Forensics Operational Capability Team Leader provides strategic and operational leadership to enhance forensic capabilities across disciplines. The role involves analysing operational delivery to inform portfolio uplift, leading capability design aligned with the future strategic outlook, and driving research and innovation to address capability gaps. It includes operational capability support during major incidents, oversight of quality and asset management, and fostering cross-agency collaboration.

The Team Leader also mentors emerging leaders, manages working groups, contributes to education and training development, and identifies efficiencies to streamline processes, ensuring AFP Forensics remains adaptive, effective, and future-ready.

What will you do?

The Forensics Operational Capability Team Leader role includes:

- Operational insight: Assist and analyse operational delivery for the purpose of providing objective insight and recommendations in relation to operating practices, workflows, prioritisation, impact, and business continuity planning. Analyse operational demand holistically and inform portfolio direction.
- Enhance cross-disciplinary capability: Identify opportunities, design and deliver cross/trans-disciplinary Forensics contribution to prevention, detection, disruption, and protection, including support to intelligence, policy and legislative reform, and other non-traditional approaches.
- Capability design: Lead project management for capability design and delivery, to meet the future needs of the Command as per the AFP's “Blue Paper to 2030 and Beyond" and the "Forensics Strategic Outlook 2026 and Beyond". Ensure the portfolio adapts to new requirements in line with appropriate change management principles.
- Research and development: Proactively and systematically identify capability gaps and develop solutions, forecasting future capability requirements, providing input to fora such as the Forensics Capability Committee. Enable members to pursue opportunities to innovate and develop efficiencies, providing guidance and support.
- Operational support: Perform as Forensic Coordinator or Capability Advisor in operational contexts as required, including such support under major incident frameworks. Complete operational Post Activity Reports and monitor and address emerging or systemic issues and opportunities.
- Leading working groups and capability team: Establish projects and manage working groups to deliver on defined outcomes as required, and lead portfolio members assigned to projects.
- Leadership and coaching: Support executive leadership group in management of Team Leader roles and responsibilities, and providing coaching and mentoring to members and emerging leaders.
- National advisory: Actively engage with internal and external stakeholders, nationally and internationally, to improve Forensics’ capabilities and impact, incl. through uplift of partners. Act as, or otherwise support, the AFP representative(s) on internal committees and multiagency fora such as specialist advisory groups, pursuing AFP’s mission through enhanced partnerships, collaboration and interoperability.
- Operational cohort support: Provide guidance and input in relation to Forensics multidisciplinary cohort capabilities and requirements and to related frameworks and governance.
- Education and training: Maintain understanding of capability area education and training requirements and provide insight, guidance and assistance with the design & development of appropriate training programmes.
- Quality: Provide oversight and assistance to the portfolio in relation to quality audit outcomes, corrective actions, NATA recommendations, and continuous improvement ideas, with support from subject matter experts and the Forensics Quality team.
- Asset management and procurement: Provide oversight and assistance in relation to management of assets and procurement, in conjunction with subject matter experts, Forensics’ finance and procurement support, and AFP assets and procurement functions.
- Cutting red tape: Actively identify efficiencies and recommend appropriate process or systems changes, through oversight and assistance in relation to Forensics’ information management system and other digital enablement of the portfolio, augmented by operational and capability understanding.
- Adaptable support: Other tasks and priorities as directed.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.

- Negative Vetting 2 (Top Secret) security clearance or the ability to obtain one.
- Formal tertiary qualifications in a relevant field.
- Contemporary knowledge and at least 5 years' experience in a relevant field.
- Candidates will be required to complete a psychological assessment to be able to progress through this process.

Desirable Requirements

- Research experience and/or qualifications (e.g. PhD or Master)
- Experience in capability development or project management

Notes

- This position is an AFP Band 7 level.
- National or International travel may be required.
- This position is advertised in Canberra, ACT and applicants are expected to be based in Canberra. Flexible working arrangements may be considered dependent on the applicant.
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary, which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.

About the Australian Federal Police

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

To Apply

Position Contact	Dr Michael Taylor, 02 5126 2691
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15114/

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Attorney-General's

Vacancy VN-0762335

Australian Federal Police

Closing Date:Friday 12 September 2025

Job Title	Team Leader - Electronic Surveillance Analyst Team
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	$118,673 - $127,101
Future Merit Locations	Canberra, Sydney, Brisbane, Melbourne
Office Arrangement	On Site
Office Arrangement Details	This position has been advertised in multiple locations, applicants are expected to be based in Canberra, Sydney, Brisbane or Melbourne.
Classification	Executive Level 1
Position Number	15111
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15111/

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Within the newly created Electronic Surveillance Analysis (ESA) section are multiple Electronic Surveillance Analyst Teams (ESAT's) responsible for delivering electronic surveillance products in support of AFP operations. ESAT functions as a data insights team that continually develops analytical capabilities related to collections from Covert Technical Operations (CTO). ESAT contributes a critical role in understanding electronic surveillance collections, identifying operational threats and opportunities, to provide actionable insights for investigations and to identify further avenues of investigation. Technical domains of interest may include but are not limited to; geospatial analysis, telecommunications, cyber, computer networking, programming and/or data analysis. Members working within ESAT work with a variety of law enforcement information acquired under the Telecommunications (Interception and Access) Act 1979 (Cth) (TIA Act), the Surveillance Devices Act 2004 (Cth) (SD Act) and related legislation with electronic surveillance powers.

Each ESAT Team Leader (TL) will be highly customer focussed, liaising directly with operations, teams to offer problem focussed solutions in-line with the ESAT remit. This includes issues addressing investigative requirements relevant to Digital Surveillance Operations collections and capabilities. TLs will be required to maintain a sound understanding of national, regional, and command issues and ensure ESAT is aligned with strategic organisational outcomes. TLs are responsible for prioritising tasks, managing budget requirements, facilitating engagement with relevant industry & government stakeholders, team training opportunities and supporting career progression.

This position attracts the core composite of 22% for working in accordance with the operations working pattern. ESAT members may work varying hours or staggered work times when directed for operational requirements under the operations working pattern, which may include unsociable hours, weekends and/or public holidays. Where there are no Operational demand, ESAT will adhere to core business hours of 0800hrs – 1600hrs, Monday to Friday.

What will you do?

The Team Leader role includes:

- Demonstrate strong leadership to geographically diverse and multidisciplinary team, ensure operational support is delivered and ensuring priorities align with strategic organisational outcomes.
- Maintain a sound understanding of criminal investigation practices & procedures, intelligence processes, the capabilities of CTO and the wider AFP technical centres and collections.
- Contribute to the enhancement and future direction of the ESAT capability by identifying and leading various project work, innovation efforts, and improving customer service.
- Mentoring and developing members to enable mastery, teamwork and purpose in the performance of their functions;
- Coordinate and deliver operational support to all AFP commands in line with operational and organisational priorities. Offer problem focused solutions to address specific investigative requirements.
- Lead consultation and liaison with the AFP relevant industry and other agencies to ensure the ESAT capability remains contemporaneous with industry standards.
- Through engagement, recommend and inform investigative collection priorities. Maintain knowledge of the limitations and benefits of collection efforts.
- Being accountable and responsible for resource management and forecasting, performance management and team administration.
- Conduct quality assurance of all ESAT services and products to ensure their relevance and currency with AFP, and support CTO reporting requirement.

Eligibility

Essential Requirements

- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- You must be an Australian Citizen at the time of application
- Demonstrated ability to lead diverse and geographically dispersed team, deliver specialist support capabilities including mentoring and developing team members.
- Ability to be flexible and dynamic in response to changing priorities.
- Strong stakeholder engagement and communications skills with the ability to manage and build relationships with diverse and complex stakeholder groups.
- Ability to successfully complete an annual psychological screening specific to this position.
- Self-driven with contemporary experience in relevant fields, including but not limited to telecommunications, cyber operations, programming & coding, geospatial analysis and/or data analytics.
- Ability to work flexibly to operational requirements in accordance with the Operations Working Pattern as outlined in the AFP Enterprise Agreement 2024-2027.

Desirable Requirements

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

- Advanced data literacy with large and complex data sets.
- Project management and implementation
- Working knowledge of Investigative and Intelligence processes and techniques
- A Negative Vetting 2 (Top Secret) security clearance
- As well as experience in one or more of the following:
    - Internet Protocol and network analysis
    - Geospatial data analysis
    - Parsing technical data
- Ability to effectively prioritise, manage resources and budgets.

Notes

- This position is an AFP Band 7 level.
- Domestic travel may be required for this role, depending on AFP business needs.
- This position has been advertises in multiple locations, applicants are expected to be based in Canberra, Sydney, Brisbane or Melbourne.
- Some teams have a requirement to support on-call rostered functions.
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary, which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQIA+ community and people with disability.

About the Australian Federal Police

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

To Apply

Position Contact	Terry, 0251264166
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15111/

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Attorney-General's

Vacancy VN-0762339

Australian Federal Police

Closing Date:Friday 12 September 2025

Job Title	Electronic Surveillance Analyst - ESAT
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	$99,285 - $107,559
Future Merit Locations	Canberra, Sydney, Brisbane, Melbourne
Office Arrangement	On Site
Office Arrangement Details	This position has been advertised in multiple locations, applicants are expected to be located in Canberra, Sydney, Brisbane or Melbourne.
Classification	APS Level 5
Position Number	15143
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15143/

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
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- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Within the newly created Electronic Surveillance Analysis (ESA) section are multiple Electronic Surveillance Analyst Teams (ESAT's) responsible for delivering electronic surveillance products in support of AFP operations. ESAT functions as a data insights team that continually develops analytical capabilities related to collections from Covert Technical Operations (CTO). ESAT contributes a critical role in understanding electronic surveillance collections, identifying operational threats and opportunities, to provide actionable insights for investigations and to identify further avenues of investigation. Technical domains of interest may include but are not limited to; geospatial analysis, telecommunications, cyber, computer networking, programming and/or data analysis. Members working within ESAT work with a variety of law enforcement information acquired under the Telecommunications (Interception and Access) Act 1979 (Cth) (TIA Act), the Surveillance Devices Act 2004 (Cth) (SD Act) and related legislation with electronic surveillance powers.

Electronic Surveillance Analysts (ESAs) are responsible for maintaining a high level of skills and expertise to support AFP investigations through the delivery of vital intelligence products. ESAs work autonomously with minimal direction to deliver quality support to investigative areas that addresses specific operational requirements. To enable this, ESAs are required to stay abreast of the ever-evolving advancements of technologies and technical tradecraft, as well as changes to legislation that enables the work they do. ESAs are proficient in conducting behavioural and

pattern analysis of information derived from various sources, including lawfully intercepted, lawfully obtained information, commercially available and open-source data. ESAs also assist in the technical development of the team through knowledge sharing, coaching and mentoring others. Furthermore, ESAs assist the TL and senior members to drive various projects and innovation across the team.

This position attracts the core composite of 22% for working in accordance with the operations working pattern. ESAT members may work varying hours or staggered work times when directed for operational requirements under the operations working pattern, which may include unsociable hours, weekends and/or public holidays. Where there are no Operational demand, ESAT will adhere to core business hours of 0800hrs – 1600hrs, Monday to Friday.

What will you do?

- Provide close operational support in electronic surveillance analysis as directed by the Team Leader, the Senior Electronic Surveillance Analysts and operations teams, in line with AFP priorities. This may include quality assurance of all ESAT services and products to ensure their relevance and currency.
- Maintain advanced currency in the application of a range of analytical methodologies such as discovery analysis, statistical analysis, anomaly analysis, and trend analysis to address specific investigative requirements or intelligence gaps
- Demonstrate extensive technical knowledge, applied tradecraft and professional decision making in relevant domains to deliver problem focused solutions in response to operational priorities.
- Demonstrated strong verbal and written communication skills, judgment to create and deliver reports, formal and informal briefs to stakeholders.
- Develop and demonstrate an understanding ESAT’s scope within CTO and how it contributes to the wider AFP.
- Develop an effective working knowledge of broader CTO technical centres and collections to effectively recommend services and solutions that align to the strengths of ESAT.
- Contribute to data analysis, tradecraft, systems and process development to build capabilities that derive valuable insights and inform enable key decision makers in support of operational requirements.
- Work with diverse and geographically dispersed teams to deliver specialist support capabilities including mentoring and developing team members.
- Work closely with customers to provide recommendations and advice regarding relevant services, limitations, opportunities and benefits that may apply to individual circumstances and available data.
- Engage in consultation and liaison with key people within the AFP and other agencies to ensure the ESAT capability remains contemporaneous with industry standards.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.

- To have completed the Electronic Surveillance Analyst Foundations course or the ability to attain within 6 months of commencement.
- Ability to successfully complete an annual psychological screening specific to this position.
- Professional and effective stakeholder engagement and communications skills with the ability to manage relationships with diverse and stakeholder groups.
- Are self-driven with contemporary experience in relevant fields, including but not limited to telecommunications, cyber operations, programming & coding, geospatial analysis and/or data analytics.
- Ability to work flexibly to operational requirements in accordance with the Operations Working Pattern as outlined in the AFP Enterprise Agreement 2024-2027.

Desirable Requirements

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

- Advanced data literacy with large and complex data sets.
- Experience contributing to team projects and contributing to strategic outcomes.
- Working knowledge of Investigative and Intelligence processes and techniques.
- Demonstrated ability and experience to apply advances analysis tradecraft for behavioural and/or pattern analysis techniques
- Demonstrated ability to manage prioritise, plan ahead to manage future resources and workloads.
- Relevant tertiary qualifications and or certification in relevant fields

Notes

- This position is an AFP Band 5 level.
- Domestic travel may be required for this role, depending on AFP business needs.
- This position has been advertised in multiple locations, applicants are expected to be in Canberra, Sydney, Brisbane or Melbourne.
- Some teams have a requirement to support on-call rostered functions.
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary, which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.

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To Apply

Position Contact	Terry, (02) 5126 4166
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15143/

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Attorney-General’s

Vacancy VN-0762342

Australian Federal Police

Closing Date:Friday 12 September 2025

Job Title	Senior Electronic Surveillance Analyst (SESA)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	$107,559 - $118,673
Future Merit Locations	Canberra, Sydney, Brisbane, Melbourne
Office Arrangement	On Site
Office Arrangement Details	This position has been advertised in multiple locations, applicants are expected to be based in Canberra, Sydney, Melbourne or Brisbane.
Classification	APS Level 6
Position Number	15120
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15120/

Did you know?

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- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year

- Generous superannuation of 15.4%
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- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Within the newly created Electronic Surveillance Analysis (ESA) section are multiple Electronic Surveillance Analyst Teams (ESAT's) responsible for delivering electronic surveillance products in support of AFP operations. ESAT functions as a data insights team that continually develops analytical capabilities related to collections from Covert Technical Operations (CTO). ESAT contributes a critical role in understanding electronic surveillance collections, identifying operational threats and opportunities, to provide actionable insights for investigations and to identify further avenues of investigation. Technical domains of interest may include but are not limited to; geospatial analysis, telecommunications, cyber, computer networking, programming and/or data analysis. Members working within ESAT work with a variety of law enforcement information acquired under the Telecommunications (Interception and Access) Act 1979 (Cth) (TIA Act), the Surveillance Devices Act 2004 (Cth) (SD Act) and related legislation with electronic surveillance powers.

The Senior Electronic Surveillance Analyst (SESA) is responsible for maintaining advanced skills and expertise to support AFP investigations through the delivery of vital intelligence products. SESA's hold the position of 2IC and assist the team leader with administrative and operational tasks and assist in aligning ESAT activities with the strategic direction of TL ESAT. SESA's play a crucial role in the overall success of the ESAT capability by ensuring the team's services and outputs continue to meet and exceed the needs of AFP investigative objectives. SESA's are required to stay abreast of the ever-evolving advancements of technologies and technical tradecraft, as well as changes to legislation that enables the work they do. SESA's are advanced at conducting behavioural and pattern analysis of information derived from various sources, including lawfully intercepted, lawfully obtained information, commercially available and open-source data. SESA's provide mentorship and drive the technical development of colleagues to ensure they are equipped to tackle a diverse range of analytical challenges.

This position attracts the core composite of 22% for working in accordance with the operations working pattern. ESAT members may work varying hours or staggered work times when directed for operational requirements under the operations working pattern, which may include unsociable hours, weekends and/or public holidays. Where there is no Operational demand, ESAT will adhere to core business hours of 0800hrs – 1600hrs, Monday to Friday.

What will you do?

- Nurture the technical development of ESAT members by providing mentorship in concepts such as tradecraft, analysis techniques, report writing, systems expertise, and professional development.
- Demonstrate an understanding of how the work of the ESAT contributes to the wider AFP and demonstrate sound decision making in line with operational priorities.
- Develop an and utilise and effective working knowledge of broader AFP technical centres and collections to improve coordination and operational outcomes.
- Conduct quality assurance of all ESAT services and products to ensure their relevance and currency with AFP, and support CTO reporting requirements.
- Contribute to data analysis, tradecraft, systems and process development to build capabilities that derive valuable insights and inform enable key decision makers in support of operational requirements.
- Maintain advanced currency in the application of a range of analytical methodologies such as discovery analysis, statistical analysis, anomaly analysis, and trend analysis to address specific investigative requirements or intelligence gaps.
- Demonstrated ability to work with diverse and geographically dispersed teams to deliver specialist support capabilities including mentoring and developing team members.
- Coordinate with additional teams within ESA for knowledge sharing and skills development purposes to leverage the strength of other teams as well as supporting the development of others.
- Provide recommendations and advice to customers regarding electronic surveillance including the limitations, opportunities and benefits relative to individual requirements and available data.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- To have completed the Electronic Surveillance Analyst Foundations course or the ability to attain within 6 months of commencement.
- Ability to successfully complete an annual psychological screening specific to this position.
- Ability to mentor and develop members to enable mastery, teamwork and purpose in the performance of their functions.
- An understanding of and ability to apply behavioural and pattern analysis techniques.
- Ability to be flexible and dynamic in response to changing priorities.
- Strong stakeholder engagement and communications skills with the ability to manage and build relationships with diverse and complex stakeholder groups.
- Self-driven with contemporary experience in relevant fields, including but not limited to telecommunications, cyber operations, programming & coding, geospatial analysis and/or data analytics.
- Ability to work flexibly to operational requirements in accordance with the Operations Working Pattern as outlined in the AFP Enterprise Agreement 2024-2027.

Desirable Requirements

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

- Advanced data literacy with large and complex data sets.
- Experience with leading projects and contributing to strategic outcomes.
- Working knowledge of Investigative and Intelligence processes and techniques.
- A Negative Vetting 2 (Top Secret) security clearance.
- Relevant tertiary qualifications and or certification in relevant fields

Notes

- This position is an AFP Band 6 level.
- Domestic travel may be required for this role, depending on AFP business needs.
- This position has been advertised in multiple locations, applicants are expected to be based in Canberra, Sydney, Melbourne or Brisbane.
- Some teams have a requirement to support on-call rostered functions.
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary, which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Terry, (02) 5126 4166
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15120/

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Attorney-General's

Vacancy VN-0762382

Australian Federal Police

Closing Date:Sunday 14 September 2025

Job Title	ICT Business Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA
Salary	$118,673 - $138,349
Future Merit Locations	Canberra, Sydney, Darwin, Brisbane, Adelaide, Hobart, Melbourne, Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	This role is located in Canberra, however remote working options may be negotiated.
Classification	Executive Level 1;Executive Level 2
Position Number	15001
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15001/

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- Access to ongoing training and professional development opportunities

Duties

Applications are sought from applicants wishing to be considered for the role of a ICT Business Analyst to elicit, understand and document business processes and requirements for new and changing ICT systems, and help bridge the gap between customer expectations, design and delivery teams.

The role will provide expert advice and assistance to system users, investigate complex issues, determine business impact and recommend solutions as part of the technical team. You will be working for one of multiple scrum teams within the Enterprise Policing Systems branch. Each scrum team is a multi-disciplinary ICT team driven to deliver and bring value to business users as well as continuously improve the way we work.

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

What will you do?

Band 7

Your duties will include:

- Work collaboratively with business and technical stakeholders to identify their needs, reach agreement on the objectives and gain commitment to achieving results.
- Analyse complex ICT business issues, applying expertise to identify and recommend courses of action.
- Assess, evaluate and document ICT business improvement processes, strategies, initiatives, policies and user guidelines.
- Elicit and prioritise requirements; maintain product backlog; develop user stories and acceptance criteria; develop use cases and map processes.
- Validate and ensure that deliverables meet business requirements.
- Establish and maintain effective business relationships and professional networks.
- Contribute to and implement improved ICT practices and procedures.
- Provide mentoring and training as well as deliver presentations.

Band 8

Your duties will include:

- Work collaboratively with business and technical stakeholders to identify their needs, reach agreement on the objectives and gain commitment to achieving results.
- Work with Product Manager/Owners and Architects to get a holistic view of existing work items and solution designs to understand and identify the interdependencies and priorities.
- Analyse complex ICT business issues, applying expertise to identify and recommend courses of action.
- Assess, evaluate and document ICT business improvement processes, strategies, initiatives, policies and user guidelines.
- Elicit and prioritise requirements; maintain product backlog; develop user stories and acceptance criteria; develop use cases and map processes.
- Validate and ensure that deliverables meet business requirements.
- Establish and maintain effective business relationships and professional networks.
- Contribute to and implement improved ICT practices and procedures.
- Provide mentoring, coaching and training as well as deliver presentations and facilitate workshops.

Eligibility

Essential Requirements

Band 7 only:

- Minimum of 3 years' experience working in the ICT sector as a Business Analyst or an ICT role closely related to a Business Analyst demonstrating the abilities to perform as a Business Analyst.
- Ability to work collaboratively with business and technical stakeholders.
- Experience with mentoring.

Band 8 only:

- Minimum of 5 years' experience working in the ICT sector as a Business Analyst or an ICT role closely related to a Business Analyst demonstrating the abilities to perform as a Business Analyst.
- Ability to cultivate working relationships, working collaboratively with Product Owners, Architects and relevant stakeholders to align requirements and solution designs with existing capabilities, architecture patterns and the AFP's strategic vision.
- Experience with mentoring and/or coaching.

Band 7 & 8:

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- IT qualifications and/or experience working in the ICT sector.
- System and data analysis skills and experience.
- Excellent written and interpersonal communication skills.
- Experience in eliciting, documenting and managing requirements, user stories, acceptance criteria and system specifications.
- Experience in facilitating workshops, delivering presentations and/or provide training.
- Demonstrated ability to apply critical thinking.
- Ability to adapt to changing environments.
- Ability to identify and address business and technological challenges and risks.
- Ability to identify improvement opportunities and apply and lead best practices on business analysis and documentation

Desirable Requirements

Band 7 & 8

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

- Experience with working in an agile environment and within a scrum team.

- Demonstrated ability and experience in performing other duties that assists the team to delivery (e.g. testing, test writing, development, deployment, etc.).

Notes

- This position is an AFP Band Level 7 & 8
- When applying you will be asked to nominate your preferred band level, however final determination of the band level you are found suitable for is at the discretion of the panel.
- This role is located in Canberra, however remote working options may be negotiated.

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To Apply

Position Contact	Liz Nguyen, (02) 5126 6197
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15001/

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Attorney-General's

Vacancy VN-0762410

Australian Federal Police

Closing Date:Monday 15 September 2025

Job Title	Community Liaison Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	15148
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15148/

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Duties

The Australian Federal Police Community Liaison Team (CLT) play a vital role in strengthening relationships between the AFP and diverse, often vulnerable communities across Australia. They actively engage with community members to build trust, and address social cohesion challenges such as extremism, crime, and cultural misunderstandings. The Community Liaison Officers develop and implement community engagement strategies, coordinates initiatives with internal and external stakeholders, and represents the AFP in various community and governmental forums.

What will you do?

- Assist in the development and delivery of projects to meet the strategic objectives of the Community Liaison Team.
- Develop project plans, communication, and stakeholder engagement strategies.
- Explore opportunities to raise awareness of issues and trends relating to social cohesion issues.
- Development and fostering of relationships with community stakeholders, government, non-government partner agencies and welfare support agencies.
- Develop and maintain crime type subject matter expertise, including undertaking regular environmental scanning and self-learning.
- Provide effective and efficient coordination and administrative support.
- Event management and logistics support for multi-stakeholder events and meetings.
- Support attendance at stakeholder events and meetings as required.
- Assist in the development and coordination of correspondence, ministerial enquiries, executive briefings, evaluations, or reporting requirements.
- Lead and assist in the delivery of presentations and briefings to stakeholders.
- Act as a link between the community and law enforcement.
- Advise AFP officers and executive on working in culturally and linguistically diverse communities.
- Delivery of targeted outreach, including presentations and education materials to identified audiences.
- Understanding of operating environment and situational awareness on operational trends and threats through regular liaison with internal and external stakeholders to enable intelligence led engagement.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.

- Negative Vetting 1 security clearance or the ability to obtain one.
- Strong communication and organisational skills.
- Highly motivated and self-driven.
- Ability to be flexible and dynamic in response to changing business priorities.
- Ability to cultivate collaborative relationships with internal and external stakeholders. and manage complex partnerships.
- Experience in delivery of strategic initiatives and projects.
- Ability to present with influence to large public audiences.

Desirable Requirements

- Relevant qualifications, extensive knowledge or experience in community engagement, communications, stakeholder, and relationship management.
- Ability to speak a second language.
- Experience or knowledge in project management or ability to acquire.

Notes

- This is an AFP Band 5
- This role has been advertised in two locations, Sydney and Melbourne. Successful applicants are expected to be based in Sydney or Melbourne.
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary, which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.

Contact Information :

Melbourne : Nicholas Bryce +61 (0)2 51262437 nicholas.bryce@afp.gov.au

Sydney : Jason Constable +61 (0)2 5126 2869 jason.constable@afp.gov.au

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To Apply

Position Contact	Jason Constable, +61 (0)2 5126 2869
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15148/

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Attorney-General's

Vacancy VN-0762413

Australian Federal Police

Closing Date:Monday 15 September 2025

Job Title	Hub Leader - SHIELD
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$127,101 - $138,349
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1;Executive Level 2
Position Number	15043
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15043/

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Duties

Are youlooking for an opportunity that offers meaningful work and allows you to showcase your professionalism and stakeholder engagement skills? Applications are sought from suitable applicants wishing to be considered for the role of Hub Leader - SHIELD.

This role oversees the day-to-day operations of a SHIELD Health Hub. The Hub Leader will work closely with a multidisciplinary team including clinicians and support staff, to provide high level client and population group services, case management and excellent customer service.

The Hub Leader will also work in conjunction with other Hub Leaders across Australia and the national SHIELD team. Suitable applicants for this role will have a passion for client care, strong organisational skills, experience in business management, quality assurance systems and continuous improvement in addition to managing multidisciplinary teams. The role requires ability to develop strong relationships and work in collaboration with stakeholders to understand operational objectives and health risks of both the organisation and the relevant command.

As a Team Leader in the AFP you will play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with the AFP values, AFP leadership philosophy,

organisational reform agendas, AFP corporate business plans and your Performance Development Agreement, the expectation is that you will deliver on the core responsibilities and meet any requirements of the position as outlined below.

You will also be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

What will you do?

Job responsibilities for this role consist of, but are not limited to:

- Work with a range of health and support staff to develop business strategies and deliver both population and patient focused services.
- Contribute to the design, implementation and evaluation of workplace procedures, processes and patient services.
- Coordinate data collection and reporting to the national SHIELD team to enable monitoring and evaluation.
- Coordinating and participating in quality assurance framework reviews and playing an active role in continuous improvement.
- Oversee daily SHIELD Hub operations, including resource prioritization, scheduling, managing the supply or medical and other equipment.
- Lead a small team of administrative support staff to engage with clients and provide high level client care.
- Ensure patient records and IT systems are managed in line with set requirements.
- Facilitate the administrative induction and training of new employees.
- Work collaboratively and develop productive working relationships with other SHIELD Hub Leaders, SHIELD program team, and the national SHIELD team Technical Leads to support SHIELD objectives.
- Engage with national and regional command management and operational teams to ensure services are tailored to the needs of the Command and organisation.
- Manage and lead a team effectively to ensure timely communication on current issues, team performance and opportunities.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Contemporary leadership experience.
- Excellent communication skills.
- Ability for strategic and innovative thinking.
- Ability to build collaborative relationships with stakeholders (internal and external).

Desirable Requirements

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

- Qualifications in Business or Health Management are preferred.
- Previous experience leading a multidisciplinary team.
- Health and safety knowledge and/or background.

Notes

- This position is an AFP Band level 8.
- This role is located in Canberra and applicants are expected to be based in Canberra.

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To Apply

Position Contact	Nicole Gablonski, (02) 5126 3623
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15043/

Attorney-General's

Vacancy VN-0762418

Australian Federal Police

Closing Date:Monday 15 September 2025

Job Title	Team Leader - Digital Surveillance Operations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$118,673 - $127,101
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	15104
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15104/

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Duties

Digital Surveillance Collection (DSC) develops and operates a wide range of lawful covert surveillance capabilities in support of the AFP's operational requirements.

Applications are sought from suitably qualified individuals wishing to be considered for the position of Team Leader Digital Surveillance Operations (DSO), Digital Surveillance Collection (DSC) within the Covert Technical Operations branch of the Crime Command portfolio. A Pool will be created to meet current and anticipated vacancies.

This is an exciting role for an experienced individual to lead a key operational and technical capability team within the Australian Federal Police. A unique opportunity to showcase your technical knowledge, operational acumen and excellent communications and problem-solving skills as an interface between frontline officers and highly specialised engineering staff to convert operational challenges into technical solutions. This will be a challenging role suitable for a strong and supportive leader with the ability to balance operational outcomes with the welfare of a team operating in a high tempo environment.

As a Team Leader in the AFP you will play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with the AFP values, AFP leadership philosophy, organisational reform agendas, AFP corporate business plans and your Performance Development Agreement, it is expected that you will deliver on the core responsibilities and meet any requirements of the position as outlined below. You will also be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

What will you do?

As a Team Leader in DSC, you will lead a multi-disciplinary team that develops and operates bespoke digital surveillance capabilities. DSC provides AFP Investigators with covert technology enabled surveillance and intelligence gathering capabilities. This role provides flexible and detailed support, undertakes systems deployment, maintenance and development as part of a wider team within Covert Technical Operations.

- You will apply your skills and expertise, applying technology to provide innovative solutions to real time operational problems.
- Be an excellent and empathetic communicator with a proven ability to function in high tempo operational environments
- You will be required to work shift work occasionally to support operational activity, and will involve domestic and international travel.
- Work at the cutting edge of Law Enforcement technology to support the AFP’s highest priority Investigations
- Make a meaningful contribution to Australia’s national security.

Eligibility

Essential Requirements

- You must be an Australian Citizen at time of application.
- You must have the ability to obtain and maintain an NV1 security clearance.
- Formal tertiary qualifications in an information / communications / technology related field or extensive demonstrated technical equivalent skills including a demonstrated familiarity with multiple operating systems, both computer and mobile.
- Excellent management and leadership skills.
- Excellent written and oral communication skills.
- Contemporary knowledge of legislation including, but not limited to, the Telecommunications (Interception and Access) Act 1979 and the Surveillance Devices Act 2004.
- Excellent organisational and time-management skills encompassing the proven capacity to adapt to shifting requirements and timelines.
- Demonstrate an ability to work in a sensitive environment and display a high level of professionalism in the conduct of their work within the AFP and when dealing with external agencies and stakeholders.
- Provide technical assistance and input to the development, deployment and enhancement of interception, surveillance and delivery capabilities.
- Ability to collaborate with other DSC teams, external agencies and trusted industry partners

The successful candidate will function well in a team environment and individually under operational pressures, show lateral thinking, apply sound independent judgement and always to look for opportunities to improve themselves and others.

Desirable Requirements

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

- Related experience in a policing environment.

Notes

- This position is an AFP Band 7 level.
- This role is located in Canberra, ACT and applicants are expected to be in Canberra.
- National or International travel may be required.
- Occasional after-hours, weekend or public holiday work may be required. You will be required to be ‘on-call’ on periodically as part of an On-call roster.
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary, which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Joe, 0251264113
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15104/

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Attorney-General's

Vacancy VN-0762419

Australian Federal Police

Closing Date:Monday 15 September 2025

Job Title	Data Scientist/Product Owner (Technical Specialist - Bands 1 & 2)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA
Salary	$127,565 - $164,728
Future Merit Locations	Canberra, Sydney, Darwin, Brisbane, Adelaide, Hobart, Melbourne, Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	The position is generally based in Canberra/Sydney, opportunities to work remotely, or from another AFP office in Australia will be considered.
Classification	IT Specialist
Position Number	14979
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14979/

Did you know?

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities.

Duties

The Data Enrichment and Enterprise Prototyping (DEEP) section, part of the Chief Information Officer Command, is responsible for providing enterprise data enrichment services to support the broader AFP. In a rapidly evolving technology landscape, the DEEP section provides tools to manage, triage and transform large volumes of data to support the efficient and timely analysis and review of material to meet AFP operational needs. In addition to providing enterprise data enrichment services, the DEEP team is also responsible for trialling and prototyping new capabilities in order to position the AFP to take advantage of new advances in technology.

We are seeking a highly motivated and organised individual who can work effectively under limited direction to:

- Provide subject matter expertise in the Data Science *and* Artificial Intelligence disciplines.
- Provide expert advice to evaluate the problems to be solved and the need for data science solutions.
- Identify and justify what data sources to use or acquire.
- Specify and apply appropriate data science techniques and specialised programming languages.
- Critically evaluate and review the benefits and value of data science techniques and tools developed across the AFP and recommends enhancements that support operational effectiveness.
- Work in cross-functional environments to co-develop technical AI and Data Science standards, policies and guidelines, and clearly defined roles and responsibilities that bring the AI lifecycle to life, embedding best practices for human-on-the-loop and human-in-the-loop oversight.

- Ensures alignment with and compliance to external AI safety standards and regulatory policies.

As a Technical Specialist in the AFP you will ensure the achievement of outcomes are in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

Technical Specialists provide expert consultancy within their area of expertise to develop and promote technical solutions which support the business requirements of the AFP. A Technical Specialist role does not hold any leadership or financial delegation.

What will you do?

As a Data Scientist your responsibilities include, but not limited to:

- integrating methods from mathematics, statistics and probability modelling using specialised programming languages, tools and techniques
- sourcing and preparing data for analysis
- identifying, validating and exploiting internal and external data sets generated from a diverse range of processes
- developing forward-looking, predictive, real-time, model-based insights to create value and drive effective decision-making
- finding, selecting, acquiring and ingesting data sources
- integrating and cleansing data to make it fit for purpose
- developing hypotheses and exploring data using models and analytics sandboxes
- refining requirements, validating, training and evolving models over time to discover deeper insights, make predictions or generate recommendations
- using advanced analytic techniques including, but not limited to data/text mining, machine learning, pattern matching, forecasting, visualisation, semantic analysis, sentiment analysis, network and cluster analysis, multivariate statistics, graph analysis, simulation, complex event processing and neural networks.

As a Product Owner your responsibilities include, but not limited to:

- drive the development and application of data science solutions for the business and enterprise
- overseeing all stages of model development and product ownership, using an Agile way of working and associated ceremonies

- plan, coordinate and develop cutting edge data science models and solutions
- maintain and enhance existing models to ensure optimal performance
- apply expertise to drive business growth through data-driven insights
- own and deliver data science products that meet business needs.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Has contemporary knowledge and experience relevant to the role.
- Minimum of 5 years' experience in a like or related field.

Technical skills

- Programming Languages: Proficiency in programming is crucial for data manipulation, algorithm implementation, and automation. The most important languages are:
  - Python: Widely considered the most popular language for data science due to its versatility, easy-to-learn syntax, and extensive libraries (e.g., NumPy, Pandas, scikit-learn).
  - R: An open-source language primarily used for statistical computing and data visualization.
  - SQL (Structured Query Language): Essential for managing and querying relational databases to extract and manipulate data.
- Statistics and Mathematics: A strong foundation in these areas is fundamental for accurate data analysis and model development. Key concepts include:
  - Probability and Statistics: Hypothesis testing, regression analysis, Bayesian inference, and different statistical distributions.
  - Mathematics: Linear algebra, calculus, and discrete mathematics are vital for understanding and developing machine learning algorithms.
- Machine Learning and Deep Learning: Data scientists must have a firm grasp of machine learning fundamentals, including:
  - Supervised and Unsupervised Learning: Understanding the differences between these approaches.
  - Model Selection and Evaluation: Knowing how to train, test, and evaluate models, and being aware of concepts like overfitting and the bias-variance trade-off.
  - Algorithms: Knowledge of various algorithms and their strengths and weaknesses.
- Data Wrangling and Visualization:
  - Data Wrangling: The ability to clean, structure, and enrich raw, incomplete, or unstructured data to make it ready for analysis.
  - Data Visualization: Proficiency in creating compelling charts, graphs, and visualizations to communicate findings to both technical and non-technical stakeholders.
- Big Data Technologies: Familiarity with tools and technologies for processing and analysing large datasets efficiently, which may include cloud-based platforms and frameworks.

Non-technical (soft) skills

- Communication and Storytelling: The ability to translate complex data findings into clear, concise, and actionable insights for business leaders and stakeholders.
- Problem-Solving: Data scientists must be able to define a business problem, determine the right analytical approach, and apply their skills to find a solution.
- Business Acumen: Understanding the industry and the business context is crucial for ensuring that the data analysis is relevant and provides real value to the agency.
- Curiosity and Lifelong Learning: The field of data science is constantly evolving. A natural curiosity and a commitment to continuous learning are vital for staying current with new technologies and methodologies.
- Awareness of the ethical implications of data and AI, including bias, fairness, and privacy.

Desirable Requirements

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

- Bachelor's degree in Computer Science, Mathematics or Statistics and/or relevant industry experience and certification.
- Experience with major cloud providers like AWS (Amazon Web Services), Google Cloud Platform (GCP), or Microsoft Azure.
- Proficiency with Git for collaborating with other developers and managing code.
- Knowledge of A/B testing and other experimental methodologies to validate hypotheses.

Notes

- When applying you will be asked to nominate your preferred band level, however final determination of the band level you are found suitable for is at the discretion of the panel.
- This position has been advertised in all Australian capital cities. Although the position is generally based in Canberra/Sydney, opportunities to work remotely, or from another AFP office in Australia will be considered. A successful applicant located outside the Canberra/Sydney area will be required to travel up to 4 times per year to attend team events.
- This role is an AFP Technical Specialist Band 1 and Band 2.

Commitment to Diversity and Inclusion

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To Apply

Position Contact	Colin Chang, (02) 5126 3199
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14979/

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Attorney-General's

Vacancy VN-0762431

Australian Federal Police

Closing Date:Monday 15 September 2025

Job Title	Deployment Management and Training Team Member
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$84,458 - $99,285
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	15053
Agency Website	https://careers.afp.gov.au

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- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
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Duties

Deployment Management Teams provide forward-looking human resource policies, strategies and processes to best support employees operating internationally both now and into the future. To support the AFP's International Operations, the team manages a variety of key functions through the below teams:

Governance and Training

The Governance and Training team is responsible for facilitating the International Pre-Deployment Briefing program which prepares our AFP members to deploy offshore. This provides support to

Coordinator IC Deployment Management and Commander International Strategy to develop projects, executive briefs, governance documents, advice and/or policies that support the Command's future direction and deliverables. As a member of this team you will be motivated and innovative, have the ability to plan for, coordinate and facilitate programs of work, such as the International Training Program and enjoy facing new challenges each day.

Deployment Resourcing

The Deployment Resourcing team implement recruitment, selection and returns processes in line with AFP Key initiatives and other strategies and governance. As a member of the team, you will demonstrate a commitment to application of merit-based principles and fair and transparent selection processes and development opportunities. You enjoy thinking and planning ahead and try to anticipate changes in the environment or emerging problems and consider solutions to resolve them or escalate as appropriate.

Deployment Management

The Deployment Management team provide professional, timely and consistent advice on the application and management of the overseas employment framework. The team ensures that employees have completed the necessary requirements and training to ensure that they are adequately prepared for their deployment. The team operates under a client manager model, meaning that you will develop and manage strong relationships with people across the organisation.

As a member in this team, you will be energised to find solutions to complex questions, and no two questions are the same. You will enjoy the challenge of trying to provide a balanced view of what is right for both an individual employee or group of employees, and the organisation. Collaboration with your peers on the grey areas, to inform and develop continuous improvement in process and policy is important.

What will you do?

To be a successful Team Member, you will have strong customer service skills and the ability to communicate clearly and concisely. You will have strong judgement and comprehensive ability to determine priorities and have an excellent attention to detail. We are looking for team members who have relevant experience and a strong interest in:

- Contributing to team outcomes, in accordance with strict time frames
- Implementing business improvements related to operational practices, procedures and guidelines
- Contributing to a positive and energetic team culture
- Establishing and maintaining collaborative relationships with internal stakeholders
- Delivering quality service and professional practises and standards
- Obtaining subject matter expertise through ongoing development and learning opportunities
- Undertaking general administrative duties associated with deploying AFP member offshore

We are interested in hearing from people who:

- Take the time to listen and ask questions and modify the message according to the audience. Adapting as to whether the communication is verbal or written
- Actively support building a strong team by encouraging cooperation, tolerance of individual differences, effective feedback, sharing of knowledge and a focus on the objectives of the team
- Consistently deliver on objectives within agreed timeframes and to agreed standards despite competing priorities
- Are adaptable and resilient in a dynamic, complex environment, and enjoy facing new challenges each day
- Have the ability to ask the right questions, are proactive, strive for excellence, and demonstrate a commitment to continuous improvement

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one

Desirable Requirements

- Relevant qualification or extensive experience and knowledge in area of expertise

Notes

- This role is located in Canberra and applicants are expected to be based in Canberra.
- This role is an AFP Band level 4.

Commitment to Diversity & Inclusion

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

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To Apply

Position Contact	Chontelle Malaiman, 02 5126 6193
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15053/

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Attorney-General’s

Vacancy VN-0762451

Australian Federal Police

Closing Date:Sunday 07 September 2025

Job Title	Deputy Commissioner
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Senior Executive Service Band 3
Position Number	1016
Agency Website	https://careers.afp.gov.au

Job Description

https://executiveintelligencegroup.com.au/vacancy/1016-deputy-commissioner-statutory-appointment-australian-fe

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Generous remuneration and conditions of service will be negotiated with the successful applicant, under an AFP Senior Executive employment contract, including salary, airline lounge membership, fitness/health allowance, annual health assessments and employer superannuation benefits.

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Deputy Commissioner.

As a Deputy Commissioner, you will be a trusted advisor and deputy to the AFP Commissioner. You will lead with clarity of purpose, deliver on operational and strategic outcomes and engage in respectful and courageous leadership at all levels fundamental to maintaining our capability to adapt to future demands. You will be responsible for leading a major portfolio, setting capability goals at the strategic level to achieve our mission. You will be flexible and agile to achieve organisational objectives in an environment of ongoing change and complexity.

The successful applicant will have extensive professional and executive management experience, demonstrate outstanding leadership, communication, stakeholder engagement and negotiation skills, and an ability to prioritise and anticipate tasks to meet tight timeframes while delivering high level outputs

Reporting directly to the Commissioner, the Deputy Commissioners and Chief Operating Officer work in harmony as the strategic Senior Executive Leadership team.

All AFP appointees ensure the achievement of outcomes is in accordance with the regulatory framework, Ministerial direction, the AFP Code of Conduct and the AFP Governance.

What will you do?

As Deputy Commissioner and a member of the Senior Executive Leadership team you will be responsible for:

- Leading whole-of-government approaches to complex crime and security challenges, including counter terrorism and foreign interference, child exploitation, transnational serious and organised crime, cybercrime, fraud and anti-corruption;
- Forging strong relationships between various levels of government, both state and federal, representing the AFP at a national and international level across government and law enforcement;
- Actively pursuing opportunities for cooperation, strategic alliances, and information sharing with international partners, Commonwealth, State and Territory agencies with relevant policy and operational responsibilities, and private sector where appropriate;
- Representing the best interests of the Australian Government, the AFP and strategic partners at high level forums and developing and enhancing strategies in accordance with national programs and priorities;
- Multi-disciplinary and diverse functions and being accountable for the integration and coordination of large complex activities in the AFP;
- Decision making representation on principal strategic governance forums and Boards, that cover enterprise-wide issues, priorities and direction;
- Maintaining and enhancing a professional culture based on the AFP’s core values, ensuring high levels of community confidence in the integrity, effectiveness and accountability of the AFP and its members;

- Modelling professional and ethical behaviours of the highest standard whilst strengthening strategic leadership and building enterprise capability; and
- Proactively leading and championing a culture of trust and inclusion across the enterprise.

For further information on this role and how to apply, please review the candidate pack

Eligibility

Essential Requirements

- Qualify to live and work in Australia;
- Top Secret Positive Vetting (TSPV) security clearance (or the ability to obtain and maintain one);
- Advanced professional and senior executive management experience at the SES level; and
- Knowledge in contemporary policing and policing leadership at a strategic level.

Please note: the AFP will undertake integrity checks, including with your current jurisdiction.

Notes

Role Location

The Deputy Commissioner role is located in Canberra. Interstate and international travel may be required to fulfil the requirements of the role.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Tricia Searson at Executive Intelligence Group, (02) 6232 2200
Agency Recruitment Site	https://executiveintelligencegroup.com.au/vacancy/1016-deputy-commiss

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Attorney-General's

Vacancy VN-0762517

Australian Federal Police

Closing Date:Tuesday 16 September 2025

Job Title	HR Advisor - Workplace Relations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,285 - $107,559
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	15095
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15095/

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- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Are you passionate about helping others and enjoy having the opportunity to work on a variety of tasks each day? We are looking for motivated people to join our Workplace Relations teams as HR Advisors. Positions are currently available in our People Centre and Industrial Relations teams at the Band 5 level, which sits within the broader Workplace Relations team within People Services branch.

People Centre

The People Centre team are responsible for assisting in the delivery of a range of HR advice, services and initiatives to support the Organisation. Our team provides both Tier 1 frontline HR support to all AFP members, and Tier 2 HR advice for moderately complex matters to AFP members within National HQ. This client facing role works closely with frontline members, liaising with internal and external stakeholders, while maintaining effective working relationships. People Centre also collaborate closely with Tier 3 advisory teams such as Industrial Relations,

Performance Management and People Policy, all sitting within the broader Workplace Relations team.

Industrial Relations

The Industrial Relations team are responsible for overseeing, managing and maintaining the AFP's employment framework. The Industrial Relations team are a Tier 3 advisory team, providing an escalation point for complex matters arising from and relating to the employment framework. The team provide considered advice to decision makers and HR teams across the organisation, as well as actively seeking opportunities to align the employment framework to the Commissioner's intent and HR best practice.

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

What will you do?

The key tasks and responsibilities of this role include:

- Providing professional, accurate and concise HR advice to employees and business areas on the application of the AFP's employment framework, including the AFP Enterprise Agreement and supporting governance.
- Interpreting and applying contemporary HR theory, frameworks, principles, policies, and practice in your advice.
- Working collaboratively with Command Corporate Support Unit (CCSU) HR teams, Payroll, Recruitment and Workplace Relations on general and complex HR matters.
- Assisting with the development and implementation of innovative solutions to enhance self-service functionality and process improvements.
- Establishing and maintaining effective business relationships and professional networks with HR stakeholders, Executive and other corporate enabling teams.
- Maintaining systems for recording and reporting on HR activities and being accountable to reporting obligations.
- Displaying professional ethical standards and personal integrity in dealing with sensitive personnel information.
- Contributing to a positive and inclusive team culture through modelling professional behaviours.

We're interested in hearing from people who:

- Have the ability to problem solve and prioritise their work to meet deadlines.
- Are confident, clear and concise when communicating over the phone and in email.
- Have an eye for detail and are able to look at the bigger picture.
- Enjoy engaging with people and have strong customer service skills.
- Are keen to further their HR career by broadening their experience and investing in their development.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Demonstrated experience in HR roles, either administrative, advisory and/or customer service roles.

Desirable Requirements

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

- Tertiary qualifications in HR or related field.

Notes

- This role is located in Canberra and applicants are expected to be based in Canberra.
- This role is an AFP Band level 5.

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To Apply

Position Contact	Ash Kensey, (02) 5126 5403
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15095/

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Attorney-General's

Vacancy VN-0762533

Australian Federal Police

Closing Date:Thursday 18 September 2025

Job Title	Team Leader and Senior Team Leader Procurement Business Partners (CFO)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Perth WA
Salary	$118,673 - $138,349
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	On Site / Flexible
Classification	Executive Level 1;Executive Level 2
Position Number	15116
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15116/

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- Access to ongoing training and professional development opportunities

Duties

This is an exciting opportunity for an experienced and dynamic leader to join the AFP in a role responsible for the delivery of dedicated and specialist end-to-end procurement services.

What will you do?

Band 7

As a leader and role model within the AFP, you will:

- Lead a high performing team to achieve the AFP's strategic corporate direction.
- Exhibit sound judgement and a willingness to innovate and experiment with different approaches.
- Build a customer-centric culture that adapts to solve complex issues.
- Be forward thinking and self-motivated in driving corporate excellence, along with a strong record of building corporate capability and leading people.
- Have excellent stakeholder relationship skills, including the ability to provide insightful, persuasive and trusted advice to a diverse range of senior stakeholders.
- Lead by example, embodying the AFP's values and the inclusive culture to which we aspire.

Band 8

As a Senior Team leader you play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. The role of Senior Team Leader includes but is not limited to the following responsibilities:

- Managing a leading a multi-disciplinary team delivering a centralised procurement and contract management service through a business partner model
- Provide leadership and strategic direction to achieve organisational outcomes that are delivered in accordance with CFO Command strategic priorities, regulatory frameworks, and the AFP Code of Conduct.
- Managing allocated resources, setting work priorities, developing strategies and evaluating business outcomes
- Identifying and driving performance improvement including by measuring organisational performance
- Developing team members and providing support and advice
- Providing HR and management support to team members and supervisors
- Building and sustaining relationships and liaising with a range of stakeholders including other teams, peers and colleagues internally and externally to the AFP
- Provide sound advice to business (including the Senior Executive) on ways to improve of enhance their business practices
- Ensuring appropriate action is taken to anticipate, communicate, investigate and resolve problems in systems and services
- Represent Central Procurement Services at various inter and intra agency meetings as required

We're interested in hearing from people who have a genuine passion for leading and driving change with a commitment to doing the right thing to ensure we/re putting our customers' needs first

Eligibility

Essential Requirements

- You must be an Australian Citizen.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Demonstrated expertise, experience and contemporary knowledge and experience relevant to the role.
- Relevant qualifications or extensive experience and knowledge in area of expertise.
- Demonstrated ability to lead a team.

Desirable Requirements

- Demonstrated experience in delivering applicable corporate services
- Knowledge of government and industry strategic initiatives

Notes

Additional Information

- This is a AFP Band Level 7-8 position.
- The roles are ideally based in Canberra, however consideration to work in one of the AFP's National Office locations may be negotiated;
- We support flexible work arrangements, however it is expected that the successful applicants will work from the office at least 2-3 days per week for team connectivity and collaboration;
- When applying you will be asked to nominate which band level/s you wish to be considered for. Note you will only be assessed against the band level/s you select.
- For further information regarding this opportunity and what it is like to work within the Procurement Team at the AFP, please click this **link** to view the Candidate Pack.

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQIA+ community and people with disability.

About the Australian Federal Police

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To Apply

Position Contact	Emma Hardy, 0428669487
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15116/

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Attorney-General's

Vacancy VN-0762549

Australian Federal Police

Closing Date:Wednesday 17 September 2025

Job Title	ICT Test Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$118,673 - $127,101
Future Merit Locations	Canberra
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	This role is located in Canberra, however remote working options may be negotiated.
Classification	Executive Level 1
Position Number	14486
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14486/

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child’s date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

- Do you want to work for an Agency that makes a big community impact by keeping Australia safe?
- Do you want a rewarding career that contributes to the safety of all Australians?
- Do you want to contribute to policy that shapes the security of Australia?

Applications are sought from applications wishing to be considered for the role of ICT Test Analyst to further strenghten the Policing and Operataional Systems team.

CIO Command's misison is to be a trusted frontline partner, enabling policing through problem solving, technical expertise and excellence. The CIO Command provides corporate application, ICT end to end solutions, advice, cyber security, and infrastructure that underpins AFP activities. The products and services delivered are user focused, secure, fit for purpose, and supported by a highly skilled, agile, and resilient workforce.

The AFP's Police and Operational Systems section, as part of CIO is responsible for the technical delivery, development and sustainment to key application that directly supports AFP frontline members.

As a Team Leader in the AFP you will play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with the AFP values, AFP leadership philosophy, organisational reform agendas, AFP corporate business plans and your Performance Development Agreement, it is expected that you will deliver on the core responsibilities and meet any requirements of the position as outlined below.

You will also be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

What will you do?

- Create Test Strategies and Test Plans.
- Create, review and execute manual and automated test cases (functional and non-functional), test scenarios, compose defect reports and manage failed test backlogs.
- Create, execute and maintain test scripts to ensure quality control standards are achieved.
- Review and report test activities and results.
- Familiarity with automated testing software.
- Coordinate with stakeholders to review requirements and define test conditions.
- Develop and maintain requirements traceability matrix.
- Have an understanding of the Software Development process including Agile and DevOps.
- Work effectively in a small team.
- Provide guidance and mentoring to junior team members.
- Maintain currency in information technology processes and technical knowledge through ongoing professional development.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Has contemporary knowledge and experience relevant to the role.
- Experience testing modern web applications.
- Proficiency using tools like Azure DevOps, ALM or similar.
- Strong experience working in Agile and Waterfall development environments.

Desirable Requirements

- Experience with testing REST API's using Postman or equivalent
- Proven ability in writing SQL queries for CRUD operations
- Tertiary qualifications in an ICT discipline

Notes

- This role is located in Canberra, however remote working options may be negotiated.
- This role is an AFP Band Level 7.
- An additional practical assessment will be used as part of this Recruitment process. You will complete this if you are found suitable to progress to interview.

Interviews and practical assessments undertaken by applicants in the recruitment process are to be completed in alignment with the organisation's values, culture, and professional standards. At no stage are Artificial Intelligence or any other tools or resources to be utilised by applicants when completing Interviews and practical assessments to give an individual applicant an unfair advantage against all other applicants. Any tools, resources or additional methods that can be utilised through our processes will be advised by a representative of our selection advisory committee as part of the recruitment process (if applicable). Any breach of these guidelines through a selection process will see applicants found to be in breach of the organisations values and will effectively result in the removal of the applicant from consideration through the process. For further information around the organisation's values and culture, please review Values and Culture.

Commitment to Diversity and Inclusion

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To Apply

Position Contact	Amy Fenton, (02) 5126 5908
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14486/

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Attorney-General's

Vacancy VN-0762553

Australian Federal Police

Closing Date:Wednesday 17 September 2025

Job Title	Senior Software Developer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$127,101 - $138,349
Future Merit Locations	Canberra
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	This role is located in Canberra, however remote working options may be negotiated.
Classification	Executive Level 1;Executive Level 2
Position Number	14788
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/14788/

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
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- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

- Are you looking for an opportunity that offers meaningful work and allows you to showcase your professionalism and stakeholder engagement skills?
- Do you want to work for an Agency that makes a big community impact by keeping Australia safe?

Applications are sought from applicants wishing to be considered for the role of Senior Software Developer.

The Chief Information Officer (CIO) Command's mission is to be a trusted frontline partner, enabling policing through problem solving, technical expertise and excellence. The CIO Command provides corporate application, ICT end to end solutions, advice, cyber security, and infrastructure that underpins AFP activities. The products and services delivered are user focused, secure, fit for purpose, and supported by a highly skilled, agile, and resilient workforce.

The AFP's Police and Operational Systems section is part of CIO is responsible for the technical delivery of the AFP's Investigation Management System (IMS). The IMS provides a single platform

to manage investigations throughout their lifecycle. As a Developer in the IMS Technical team you will contribute to the development and sustainment to key application that directly supports AFP frontline members.

As a Team Leader in the AFP you will play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with the AFP values, AFP leadership philosophy, organisational reform agendas, AFP corporate business plans and your Performance Development Agreement, it is expected that you will deliver on the core responsibilities and meet any requirements of the position as outlined below.

You will also be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

What will you do?

As a Senior Software Developer in the IMS Technical team you will be responsible for:

- Analysis of requirements and systems analysis of existing applications
- Creating new, and updating existing design artefacts with proposed changes
- Creating new, and updating existing User Interfaces using (C# .Net, VB6, Angular, SAS Visual Investigator). Creating new, and updating existing Interfaces (REST API). Creating new and updating existing deployment pipelines (YAML, Octopus Deploy). Undertaking general DevOps tasks (Group Policy, Citrix Management, PowerShell scripting as required)
- Implementation of proposed changes including liaising with Subject Matter Experts, Product Owner, testers, change/release/Incident management and operations teams
- Providing knowledge/skills transfer to the other team members
- Recording and maintaining files/information/documentation in accordance with AFP requirements
- Being accountable for completion of work within timeframes and quality requirements
- Guide and mentoring team members
- Building and sustaining relationships with internal and external stakeholders.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Has contemporary knowledge and experience relevant to the role.

Desirable Requirements

- Experience with Linux
- Experience with the Agile Methodology
- Relevant qualification or extensive experience and knowledge in area of expertise.

Notes

- This role is located in Canberra, however remote working options may be negotiated.
- This role is an AFP Band level 8.

Commitment to Diversity and Inclusion

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To Apply

Position Contact	Amy Fenton, (0)2 5126 5908
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/14788/

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Attorney-General's

Vacancy VN-0762566

Australian Federal Police

Closing Date:Wednesday 17 September 2025

Job Title	Linux Engineer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Darwin NT, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA
Salary	$147,369 - $164,728
Future Merit Locations	Canberra, Brisbane, Sydney, Darwin, Adelaide, Hobart, Melbourne, Perth
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	There is an opportunity for the role to be based in Canberra, however remote working arrangements or the opportunity to work from another AFP office.
Classification	IT Specialist
Position Number	15182
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15182/

Did you know?

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The Chief Information Officer (CIO) Command is a trusted frontline partner that enables policing through problem solving and technical expertise and excellence. The CIO Command provides corporate application, ICT end to end solutions, advice, cyber security and infrastructure that underpin AFP activities. The CIO Command aims to be a highly collaborative, innovative, reliable and trusted enabler across the AFP. The products and services delivered are user focused, secure and fit for purpose, while supported by a highly skilled, agile and resilient workforce. Within the CIO Command, the Chief Technology Officer (CTO) branch currently has a vacancy for TSF2 Linux Engineer Lead, residing in the Cloud and Infrastructure Section.

The Cloud and Infrastructure Section provides delivery and support of cloud capabilities that directly foster collaboration across the organisation, delivering cloud-based solutions for operational and business outcomes. This includes supporting and administering virtualisation technologies across the organisation's hybrid cloud environment. The section is responsible for the day-to-day operations of the AFP server and application infrastructure in support of is corporate and operational needs. The section is a multi-disciplinary focused on delivering business value and continuous improvement by leveraging innovative cloud-based solutions.

Job opportunities will be available Australia wide; however, some travel may be required for this role. Successful applicants will be able to work from the closest AFP headquarters in their respective state/territory and will report into management located in Canberra.

As a Technical Specialist in the AFP you will ensure the achievement of outcomes are in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

Technical Specialists provide expert consultancy within their area of expertise to develop and promote technical solutions which support the business requirements of the AFP. A Technical Specialist role does not hold any leadership or financial delegations.

What will you do?

As a Linux Engineer you will provide subject matter expertise in the development, implementation, and management of all Linux platforms. This includes SOE development and deployment focusing on Red Hat Enterprise Linux and its deployment platforms Satellite, OpenShift, etc. as well as infrastructure management across a diverse range of networks and operational scenarios. Engineers should also be well versed in the development, deployment and management of SOE images based on ISM/ASD recommendations.

Contribute as a subject matter technical specialist lead by:

- Provide expertise and technical leadership in the design and implementation and development of roadmaps across Private and Public Cloud platforms
- Manage, patch, upgrade, and support of all Linux platforms.
- Collaborate with internal teams and vendors to assess and implement infrastructure improvements.
- Participate in incident response and problem management activities.
- Mentor junior engineers, promoting technical growth and development.
- Ensure solutions align with business continuity requirements.
- Maintain skills and participate in relevant professional development.
- Support formal change management processes, including occasional after-hours work
- Monitor performance, maintain, and secure the platform, applying fixes/patches and updates as required.
- Troubleshoot and fix platform incidents/deployment issues, identifying root cause, and developing documentation to assist with improving the platform/processes.
- Research and identify opportunities/improvements that can be made to enhance platform capability.
- Develop policies and procedures, create detailed technical documentation for team use and knowledge transfer (build/configuration documents, operational handovers, Standard Operating Procedures (SOPs).
- Provide systems deployment, configuration, installation and support of equipment in Private and Public Cloud platforms.
- Identify and provide support to other teams across the AFP in-regards to adoption of cloud-based services and best practice in relation platform management.
- Ensure implementation supports future delivery of Platform as-a-Service and Software as-a-Service.

In addition to their primary accountabilities, these roles will cultivate technical excellence across Chief Technology Officer branch and will offer guidance and support to foster skills enhancement and professional growth for staff within the branch.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Relevant qualification or extensive experience and knowledge in area of expertise.
- Has contemporary knowledge and experience relevant to the role.
- Minimum of 10 years' experience in Linux administration.
- Proven ability to liaise with stakeholders and attend client meetings and technical forums.
- Strong understanding of cloud security best practices e.g. Information Security Manual (ISM) and Protective Security Policy Framework (PSPF).

Desirable Requirements

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

- Knowledge and experience with Terraform, CI/CD pipelines, Helm, Keycloak, GPU accelerated workloads.
- Knowledge and experience integrating Kubernetes clusters with VMWare vSphere, Infoblox, F5 BIG-IP, Dell EMC Isilon, IBM QRadar.
- Knowledge experience with VMWare vSphere, Red Hat OpenShift Virtualization.
- Experience with Red Hat Ansible Automation Platform, Satellite, Nagios, and Identity Manager.
- SOE/MOE Creation, Maintenance and Deployment, including security updates and patching for Red Hat Enterprise Linux.
- Experience with Red Hat Ansible automation, Satellite, Nagios, and Identity Manager.
- Proven experience creating detailed technical documentation (as-built documents, operational handovers, Standard Operating Procedures)
- Red Hat qualifications and/or industry certifications are preferred but not mandatory.
- Active Directory and integration with Microsoft services.
- Advanced scripting (PowerShell/Bash/Python)
- Essential 8 security software and policy implementation.

Notes

- National or International travel may be required.
- There is an opportunity for the role to be based in Canberra, however remote working arrangements or the opportunity to work from another AFP office in Australia will be considered.
- This role is an AFP Technical Specialist - Band 2.

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To Apply

Position Contact	Caroline Thlang, (02) 5126 5418
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15182/

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Attorney-General’s

Vacancy VN-0762569

Australian Federal Police

Closing Date:Thursday 18 September 2025

Job Title	Finance Team Leader - CFO
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$118,673 - $127,101
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	On site / Flexible
Classification	Executive Level 1
Position Number	15133
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15133/

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- Generous superannuation of 15.4%

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

Duties

The Finance & Budget Management Branch is responsible for the provision of efficient, effective and compliant financial management and advice across the AFP. The branch has a number of current and anticipated vacancies available at the Band 7 level.

As a Team Leader you also play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with the AFP values, AFP leadership philosophy, organisational reform agendas, AFP corporate business plans and your Performance Development Agreement, the expectation is that you will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

- Lead and develop a team of Finance Professionals.
- Deliver timely financial information, analysis and advice to assist the organisation in making decisions. Establish a working relationship and communicate with external stakeholders, Assistant Commissioners (SES 2), Commanders (SES 1) and other operational staff to assist with financial management, reporting and budget development.
- Work flexibly across various teams depending on work requirements.
- Challenge existing work practices in an effort to gain efficiencies and benefits for the AFP.
- Supervise and support your team, manage resources and balance competing priorities to deliver timely and accurate results.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Has contemporary knowledge and experience relevant to the role.
- Tertiary qualifications in relevant field.
- Demonstrated ability to lead a team.

Desirable Requirements

- Membership of Chartered Accountants Australia New Zealand or CPA Australia is highly desirable

Notes

Additional Information

- This role is an AFP Band 7 (Executive Level 1 equivalent) level role
- These roles are located in Canberra, ACT and successful applicants are expected to be based in Canberra.

Commitment to Diversity & Inclusion

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To Apply

Position Contact	Kate Talbot, 0251261636
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15133/

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Attorney-General's

Vacancy VN-0762536

Australian Financial Security Authority

Closing Date:Thursday 18 September 2025

Strategy and Government

Job Title	Director Strategy, Economics, Insights and Reporting
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Adelaide SA, Sydney NSW
Salary	$140,724 - $166,556
Future Merit Locations	Adelaide, Brisbane, Canberra, Hobart, Melbourne, Sydney
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Onsite, Flexible and Hybrid arrangements are available.
Classification	Executive Level 2
Position Number	NA
Agency Website	

Job Description

https://www.afsa.gov.au/current-vacancies

The **Director Strategy, Economic, Insights and Reporting,** Strategic Insights plays a pivotal role in setting AFSA's enterprise direction by leading the development of long-range strategy, delivering enterprise reporting, integrating performance intelligence and providing robust, system-level advice to guide agency decision-making.

The role leads the **Strategy, Economics, Insights & Reporting team** and brings together strategic foresight, planning, engagement and enterprise reporting and messaging into a consolidated capability that supports the CEO, Executive and broader leadership cohort. The role provides a helicopter view across key strategic functions, connecting disparate data, planning and delivery activities into a unified, insight-rich performance narrative.

Duties

- Lead the development and integration of AFSA's long range enterprise strategy and planning frameworks.

- Delivery high-quality internal and external reporting, including the Corporate Plan.
- Interpret complex data and policy signals and provide system-level advice to guide agency positioning.
- Offer authoritative guidance on, economic trends, and the feasibility and implications of strategic directions.
- Develop insights to inform strategic messaging and support the communication of AFSA's vision and outcomes.
- Establish and continuously improve enterprise performance measurement and evaluation frameworks.
- Provide strategic foresight through scenario modelling and risk-informed planning.
- Steward AFSA's insight ecosystem – connecting data holders, surfacing strategic questions and reducing duplication.
- Collaborate with internal teams and the academic community to publish research that contributes to policy debate and establishes AFSA as a thought leader in regulation and financial services.
- Partner with agencies such as Treasury, Finance, and APSC to ensure AFSA is positioned to respond to and influence national policy agendas.
- Represent AFSA in external forums and participate in relevant communities of practice to ensure the agency remains informed of best practices in data analytics and economic modelling.
- Build strategic capability across the organisation by modelling analytical rigour, collaboration, and clear direction.
- Lead a high-performing, multi-disciplinary team with a shared commitment to integrity, evidence based decision-making, and public service outcomes.

Travel will be a requirement for the role.

Qualifications and Experience

- Post-graduate qualifications in economics, strategy, data science, business administration or a related field.
- Demonstrated experience in public sector strategy, performance reporting or regulatory reform.
- High-level critical thinking and policy modelling capabilities
- Strong track record in senior stakeholder engagement and executive advising
- Demonstrated established credibility in both domestic and international forums
- Proven capability to lead and integrate cross-functional teams in fast-paced, high-trust environments.

Why AFSA?

You will enjoy excellent conditions including:

- Generous superannuation (15.4%)
- A modern work environment
- Access to Employee Assistance Provider
- Flexibility to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable).

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. We encourage applications from Indigenous Australians, people from culturally diverse backgrounds and people with disability.

At AFSA we encourage every employee balance their family commitments and personal interests with flexible working options.

Eligibility

Please note that this opportunity is open only to Australian Citizens. The successful applicant must have or be willing to undergo a security clearance to the level of Baseline as a condition of employment. To satisfy character requirements all AFSA employees must undergo a police records check. Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

Applications close **Thursday 18 September 2025 at 11:59 PM AEST.**

Applications for this vacancy are submitted online through the AFSA careers portal. Further instructions on how to apply can be found on the advertisement webpage.

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 agency.

About the Australian Financial Security Authority

To Apply

Position Contact	Recruitment, NA
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

- 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

Attorney-General's

Vacancy VN-0762557

Australian Financial Security Authority

Closing Date:Thursday 18 September 2025

Regulatory Operations Group

Job Title	Advisors, Registry
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Perth WA, Sydney NSW
Salary	$88,123 - $95,173
Future Merit Locations	Canberra, Sydney, Melbourne, Perth, Brisbane, Hobart, Adelaide
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On Site, Flexible and Hybrid arrangements available
Classification	APS Level 5
Position Number	30926 and 31448
Agency Website	

Job Description

https://www.afsa.gov.au/current-vacancies

The **Registry & NPII** section falls within the Office of the Official Receiver and provides frontline services relating to the Official Receiver. The section is responsible for receiving and assessing voluntary applications for bankruptcy by debtor's petition, statements of affairs lodged by debtors made bankrupt by court order, receiving statutory documents filed with the Official Receiver and recording relevant statutory events on the National Personal Insolvency Index (NPII).

As **Advisors**, you will assist and provide technical and administrative support to APS 4 Senior Service Officers in the section to manage, process and assess personal insolvency interactions applicable to the Official Receiver. You will decide and progress matters effectively and efficiently to provide fair, robust and legally compliant administrative decisions to the Australian public and provide excellence by managing complex matters and taking escalated personal insolvency interactions, supporting vulnerable users and eliminating harms from the personal insolvency system.

Duties

- Manage competing priorities and work under limited supervision.
- Respond to client needs in a professional manner, whilst maintaining the highest level of customer satisfaction.
- Use sound judgment and problem-solving skills to manage escalated, sensitive and complex personal insolvency matters, ensuring accurate and timely information to clients and stakeholders.
- Engage empathetically and purposefully with clients from diverse backgrounds, capabilities, and levels of vulnerability to address a wide range of complex issues.
- Apply technical knowledge to support the design and implementation of staff training and coaching. Contributing with the preparation of written materials and delivery through structured training sessions.
- Provide assistance and support to Senior Services Officers by offering technical and legislative guidance through various channels, including verbal communication and written materials. This includes supporting the assessment, processing, and registration of submitted petitions and forms.
- Assess and process complex and escalated matters, including the acceptance, refusal, and rejection of filings, ensuring compliance with relevant legislation and regulatory requirements.
- Ensure the accuracy, integrity, and up-to-date maintenance of data and information across relevant databases and systems.
- Respond in a positive and flexible manner to change and uncertainty and effectively communicate and manage priorities.
- Assisting with managing change (system releases & enhancements, processes and legislative amendments).

Qualifications and experience

Highly desirable:

- Personal insolvency knowledge.
- Tertiary qualifications in Law, Accounting, or relevant discipline from an Australian tertiary institution.
- The ability to interpret legislation.
- Experience within the Insolvency or Finance Industries.

Why AFSA?

You will enjoy excellent conditions including:

- Generous superannuation (15.4%)
- A modern work environment
- Access to Employee Assistance Provider
- Flexibility to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable).

Eligibility

Please note that this opportunity is open only to Australian Citizens. The successful applicant must have or be willing to undergo a security clearance to the level of **Baseline** as a condition of employment. To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment. We encourage applications from peoples from culturally diverse backgrounds and people with disability.

Applications close **Thursday 18th September 2025 at 11:59 PM AEST**.

To apply for this role, please click the ‘Apply’ button. You’ll be relocated to our application portal which also provides step-by-step instructions to guide you through the application process.

Please note:

- There are two vacancies.
- In your one-page pitch, please address the following, considering the role’s accountabilities, core skills and capabilities:
  - Why you are interested in the role,
  - How your skills and experience make you the best person for the role, and
  - What value you can add to AFSA and the Registry team.

Notes

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

About the Australian Financial Security Authority

To Apply

Position Contact	Recruitment, N/A
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Attorney-General's

Vacancy VN-0762394

Australian Human Rights Commission

Closing Date:Monday 31 August 2026

Job Title	2025-2026 - 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
Salary	-
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	Various
Agency Website	

Job Description

https://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3VBQB68LO7VKW-373&langCode=en_G

Join Us in advancing Human Rights for all.

Temporary Talent Register – APS4 to APS6.

Location – Sydney NSW

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://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3

This notice is part of the electronic Public Service Gazette PS35 Weekly Gazette Thursday (Vacancy Notices) - 04 September 2025.pdf Published by Australian Public Service Commission.

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Attorney-General's

Vacancy VN-0762396

Australian Human Rights Commission

Closing Date:Monday 31 August 2026

Job Title	2025-2026 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
Salary	-
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	

Job Description

https://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3VBQB68LO7VKW-375&langCode=en_G

Join us in advancing Human Rights for all.

APS Section 26 Transfer - Temporary and Permanent - Employment Register
Location – Sydney NSW

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 and APS6 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://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3

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Attorney-General's

Vacancy VN-0762423

Australian Human Rights Commission

Closing Date:Monday 15 September 2025

ICT
ICT ICT

Job Title	IT Admin (Senior) – Information and Records Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$115,892 - $129,580
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 1
Position Number	1017
Agency Website	

Job Description

https://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3VBQB68LO7VKW-376&langCode=en_G

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

Our IT Team plays a vital role in delivering secure, reliable, and innovative technology services that support the operations of the Australian Human Rights Commission. Their responsibilities include managing the Commission's ICT infrastructure both cloud-based and on-premises ensuring uninterrupted access to critical applications, network services, and data platforms. The team also oversees information and records management systems.

We are looking for an experienced and proactive Senior IT Administrator to join our team. In this role, you will support the ongoing operation, maintenance, and continual improvement of the Commission's information and records management framework and systems. The role focuses on ensuring compliance with legislative obligations and best practice standards for information management, with a strong emphasis on SharePoint and RecordPoint usage contributing to a positive records management culture through training, support, and system enhancements.

This full-time ongoing / non ongoing position offers a competitive salary range of $115,892 - $129,580per annum plus 15.4% superannuation.

We offer flexible, hybrid and remote work options.

Duties

What You'll Do:

- Support the effective operation of the Commission's records and document management systems, primarily SharePoint and RecordPoint.
- Implement and maintain information management policies and procedures in line with Australian Government requirements and National Archives of Australia standards.
- Oversee the lifecycle of Commission's physical and digital records form creation and use through to storage and disposal and maintain Commission's Information Asset Register.
- Lead agency-wide adoption of digital recordkeeping practices, including the rollout of digital mailroom services.
- Identify and deliver system improvements in collaboration with internal technical teams.
- Provide frontline support for records management requests submitted through the service desk, ensuring prompt and accurate resolution.
- Develop and deliver training and guidance materials to support best practice recordkeeping.
- Provide staff training to use Commission's Electronic Document and Records Management System (EDRMS) effectively.
- Support maintaining an up-to-date Knowledge Hub to ensure staff have access to the most current corporate documents and resources.
- Ensure compliance with information management frameworks, including record retention and disposal requirements.
- Coordinate input for mandatory reporting (e.g. Harradine Report, National Archives of Australia Annual Check-up Surveys, PSPF audits).
- Serve as the key liaison with the National Archives, developing and maintaining a long-term partnership that supports Commission's information governance framework.

Eligibility

What We're Looking For:

- Strong knowledge of records management systems and frameworks.
- Practical experience with SharePoint and RecordPoint in a government context.
- Strong understanding of National Archives recordkeeping standards.
- Experience working in government information management setting.

- Familiarity with interpreting and applying Australian Government's records management and information protection compliance obligations.
- Strong analytical skills to develop innovative solutions to complex challenges and Ability to identify opportunities for process improvement and automation.
- Ability to build and sustain strong working relationships and provide advice, training and support to a wide range of stakeholders.
- Excellent communication skills with the ability to tailor communication to different audiences across the organisation.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you're ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: 5pm 15th September 2025.

Notes

We value 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 position may be filled on either an ongoing or non-ongoing basis. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of up to eighteen months with the possibility of extension up to a maximum period of two years in total. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing and non-ongoing vacancies in the Commission where the duties are of a similar nature.

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

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role 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 Australian Human Rights Commission.

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 more Information

Information about the role and Commission practices may be sought from Henry Eills, Chief Information Officer via henry.eills@humanrights.gov.au

About the Australian Human Rights Commission

To Apply

Position Contact	Henry Eills, henry.eills@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3

- 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

Attorney-General's

Vacancy VN-0762427

Australian Human Rights Commission

Closing Date:Monday 31 August 2026

Job Title	2025-2026 - 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
Salary	-
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	

Job Description

https://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3VBQB68LO7VKW-374&langCode=en_G

About us

Join Us in advancing Human Rights for all.

Location – Sydney NSW

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

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

AHRC value 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://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3

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Attorney-General's

Vacancy VN-0762398

Commonwealth Ombudsman

Closing Date:Thursday 18 September 2025

National Student Ombudsman

Job Title	Senior Assistant Ombudsman - National Student Ombudsman
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD, Adelaide SA, Perth WA
Salary	$212,142 - $244,312
Future Merit Locations	Canberra, Melbourne, Sydney, Brisbane, Adelaide, Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible work can be requested in line with operational requirements
Classification	Senior Executive Service Band 1
Position Number	4463
Agency Website	https://www.ombudsman.gov.au/

Job Description

https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4

About the National Student Ombudsman

Opening its doors in February 2025 and situated within the Office of the Commonwealth Ombudsman, the National Student Ombudsman (NSO) provides an independent and impartial mechanism for students to escalate complaints about the actions of their higher education provider.

With approximately 60 staff across the country, the NSO delivers a range of dispute resolution functions to support effective complaints handing for individual disputes, including informal alternative dispute resolution, conciliation, restorative engagement and formal investigation. The NSO can also conduct own motion systemic investigations that have reach across the sector.

The NSO has sector-wide visibility of student complaints about higher education providers, enabling it to perform a critical role in the higher education oversight system through identifying and responding to systemic issues, promoting best practice, sharing information with regulators and contributing to a stronger focus on the sector delivering high quality and safe student services.

About the role

The Senior Assistant Ombudsman is a critical leadership role within the National Student Ombudsman (NSO). As Senior Assistant Ombudsman you will be responsible for leading the day-to-day operational work of the service, managing a team of directors and providing high level strategic advice to the First Assistant Ombudsman and Ombudsman.

As the NSO is part of the Office of Commonwealth Ombudsman (OCO), you will be a member of the broader office's Senior Executive Leadership team. In this capacity you will contribute to the strategic leadership of the OCO's vision and goals.

The Senior Assistant Ombudsman role requires a leader with a substantial record of achievement in front line service delivery and with a reputation for teamwork, innovation and strategic leadership. Excellent interpersonal skills, sound judgement, strong stakeholder focus, exemplary integrity and ability to engender respect and trust are all essential.

Experience in senior roles within ombudsman or complaints handling services, public administration or higher education sector, is highly desirable.

Duties

Duties are to be performed under broad direction from the First Assistant Ombudsman and in accordance with the APS Code of Conduct, upholding the APS Values and the Office values of independence, integrity, accessibility and professionalism.

In doing this you will support the NSO through:

- In consultation with the First Assistant Ombudsman, providing operational and strategic leadership to the NSO, including via the use of a diverse and complex range of functions.
- Managing and supporting a team of senior staff to foster a healthy high performing culture within a newly established nationally dispersed workforce, encouraging a continuous improvement workplace culture.
- Leading the establishment of high-quality operational systems and processes, including operational quality assurance processes for NSO frontline services.
- Monitoring NSO data including performance data to identify and act on opportunities to improve the NSO functions as well as to publish key complaints handling insights and trends for the sector.
- Providing evidence based and well researched advice to the First Assistant Ombudsman and Ombudsman on systemic sector issues that arise from NSO operations as well as on the promotion of better practice complaints handling and student experience across the higher education sector.
- Undertaking strategic stakeholder engagement, including representing the NSO at meetings and conferences and undertaking outreach activities to increase the community's awareness of the role and services of the NSO

- Actively participating in and contributing to the work of the Office of Commonwealth Ombudsman as a member of the broader Senior Leadership Group.
- Other duties in line with the strategic objectives, corporate plans and people and culture agendas, as directed.

Eligibility

The successful candidate must:

- be an Australian citizen,
- have the ability to obtain and maintain, as a minimum, a Negative Vetting Level 1 security clearance, and
- Undergo a pre-employment psychological assessment as part of this selection process. Some areas of the Office's work involve exposure to potentially distressing information and materials. It is important we are confident candidates will be able to engage with this work without experiencing harm to wellbeing.

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 agency.

About the Commonwealth Ombudsman

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

To Apply

Position Contact	Sarah Bendall, 0477 661 987
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=

Attorney-General's

Vacancy VN-0762447

Fair Work Commission

Closing Date:Monday 15 September 2025

Member Support team
Tribunal Support

Job Title	Associate
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Newcastle NSW
Salary	$89,645 - $95,005
Future Merit Locations	Newcastle
Office Arrangement	Hybrid
Office Arrangement Details	Commission staff have access to hybrid working arrangements where they can work a combination of in the office and from home.
Classification	APS Level 5
Position Number	3333
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

Associates perform a full range of professional support services to Commission Members. An Associateship at the Commission is a unique opportunity to learn firsthand about Australia's workplace relations system and to work closely with Commission Members.

Duties

- As an Associate, and consistent with the Commission's performance planning and management arrangements, flexibly undertake responsibilities associated with the **administration/operation of a Member's chambers**
- **Perform general administrative/executive assistant duties,** including:
  - Preparation and publication of official documents following Commission guidelines such as listed matters, orders and decisions
  - Legal research in the field of labour law and workplace relations
  - Diary coordination, preparation and maintenance of Commission files, proofreading and travel bookings.
- Effective management of Commission hearings (in-person and online)

- Use Commission information technology and communications facilities and systems, including for the management of files.
- Liaise with Commission Members and staff, workplace relations practitioners, legal practitioners and other parties (including unrepresented parties).
- Travel with a Member when required.
- When not allocated to a specific Member, or in any other circumstances, as directed, assist other Associates or Commission staff with work including providing relief associate support to other Members as needed.
- Perform other duties as directed by the Director, Member Support, Assistant Director, Member Support and/or the Member Support Coordinators across the Tribunal Support Branch.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than **one A4 page**, outlining your skills and/or experience relevant to the advertised role using the **‘Our ideal candidate’** section as your basis. For further information about 'Our ideal candidate' and how to apply, please click on **'Apply now'** and follow the prompts.

Notes

This recruitment process is being used to fill a non-ongoing position.

A merit pool of suitable applicants may be created from this process and will be active for 18 months from the date of this advertisement. We may choose to use this merit pool to fill further ongoing and non-ongoing vacancies.

Non-ongoing vacancies may be filled for maximum period of 2 years.

TheFair WorkCommission has a broad range of functions relating to the workplace and seeks to discharge these functions in a way that best meets the needs of our community with a focus on access to justice. As an employer, the Commission values diverse views and backgrounds, including First Nations Australians, mature age workers, people from culturally and linguistically diverse backgrounds, carers, LGBTQIA+, people with disability and people who are neurodiverse.Our aim is to create a workforce that reflects the community in which we live.We also welcome conversations about working flexibly.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute resolution • Anti-bullying • Termination of employment • Registered Organisations. The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2024-2027.

To Apply

Position Contact	Lidia Susac, (02) 9308 1873
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0762338

Federal Court of Australia

Closing Date:Friday 12 September 2025

Federal Court of Australia
National Operations Registry

Job Title	Legal Operations Data Specialist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$115,443 - $125,832
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 arrangement may be negotiated in line with operational requirements.
Classification	Executive Level 1
Position Number	0743-08-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=291415DD-82D8-3AD3-8374-E4203D960011

Note: this is an ongoing vacancy, but a merit pool may be created for future ongoing and non-ongoing vacancies over the next 18 months.

Position overview

The Court has successfully implemented a number of important reforms through the National Court Framework (**NCF**) including the allocation of case work to judges on a national basis, the organisation and management of the Court's work nationally through the introduction of nine National Practice Areas (NPAs), reform of the Court's practice and procedure through the introduction of a suite of new practice notes and the creation of the National Operations Team.

The Legal Operations Data Specialist is part of the National Operations Team, which is responsible for the cohesive management of the Court's work on a national basis.

The Legal Operations Data Specialist is responsible for high level workload analysis and reporting across the Court's work. This includes developing and maintaining workload reporting tools and systems, including a suite of business intelligence reports and a bespoke Information System, and supporting the integration of these tools with the Court's modernised case management systems under the Digital Court Program. It also includes acting as a subject matter expert in support of the

ongoing development and implementation of the Digital Court Program. The role encompasses data creation, management and quality assurance; analysis, interpretation and application of data; and enabling evidence-based decision-making by senior stakeholders.

The Legal Operations Data Specialist is responsible for preparing a range of reports, including overall Court workload, Judge and registrar workload reports, NPA reports and tailored, registry-specific reports. The reports are provided to the Chief Justice, Judges, CEO and Principal Registrar, registrars and executive leadership, as requested.

Duties

The Legal Operations Data Specialist plays a pivotal role in supporting the Court's strategic and operational goals through high-quality data management, analysis and reporting. Key responsibilities include:

Reporting and Analysis

- Prepare and distribute regular reports on Court workload to the Chief Justice, Judges, Chief Executive Officer and Principal Registrar, senior executive staff and the National Operations Team.
- Critically analyse data to provide tailored reports, identifying trends in filings across the Court and NPAs.
- Develop and deliver reports and presentations for internal and external engagements.
- Prepare data and insights for inclusion in Court reports such as the Annual Report.

Data Quality and Governance

- Ensure the accuracy of information entered in reporting tools and systems.
- Liaise with Judges, chambers, registry and the National Operations Team to resolve data quality issues.
- Supervise Reporting Team staff to maintain up-to-date and accurate data in the NCF Reporting Framework systems.
- Apply data governance principles to plan and monitor data management practices.

Training and Stakeholder Engagement

- Conduct training for registry staff and chambers staff regarding the importance of accurate data entry and its role in the NCF Reporting Framework.
- Build and maintain strong working relationships with internal stakeholders across all levels of the Court.

System Development and Integration

- Contribute to the design, development and testing of Business Information Reports, NORS and CourtPath.

- Provide subject matter expertise to support the Digital Court Program and the integration of reporting tools with modernised case management systems.
- Identify and implement improvements to systems, processes and tools to enhance efficiency and reporting capabilities.

Eligibility

Attributes and experience

To be successful in this role, candidates should demonstrate:

Technical and Analytical Expertise

- Strong analytical and problem-solving skills, with the ability to interpret large volumes of data and communicate insights effectively.
- Experience in data reporting and analysis, including the use of statistical methods and principles.
- Proficiency in MS Office (especially Excel, Word, and PowerPoint). Experience with data visualisation tools (e.g. Power BI) and online platforms (e.g. SharePoint) is highly desirable.
- Familiarity with the Court's case management systems (e.g. CaseTrack, Electronic Court File, CourtPath) and the NCF Reporting Framework, or the ability to quickly acquire this knowledge.

Data Management and Governance

- Understanding of data lifecycle management, including data collection, transformation, analysis, categorisation, and secure disposal.
- Ability to apply measures to ensure data is fit for purpose and to conduct quality assurance checks.

Communication and Collaboration

- Excellent written and verbal communication skills, with the ability to tailor messaging to diverse audiences.
- Strong interpersonal skills and the ability to work collaboratively within a small team and across the organisation.
- Capacity to manage sensitive and confidential information with discretion.

Strategic Thinking and Initiative

- Ability to develop and implement reporting initiatives that support strategic goals and operational outcomes.
- Demonstrated initiative in identifying opportunities for innovation and process improvement.
- Experience in guiding stakeholders in accessing and using data effectively.

Formal Qualifications

No formal qualification required. However, experience providing high level reporting and information delivery to senior executive leaders, Commonwealth Government or the legal profession will be highly regarded.

Relevant qualifications and experience in the legal profession would also be highly regarded.

Selection Criteria

1. Demonstrated experience in data analysis and reporting. Proven ability to analyse complex datasets, identify trends and produce high quality reports and presentations tailored to diverse audiences. Experience using data to support strategic decision-making is highly regarded.
2. Strong understanding of data governance and quality assurance principles. Ability to manage data throughout its lifecycle, ensuring accuracy, consistency and fitness for purpose. Experience in applying data validation techniques and maintaining data integrity across systems.
3. Proficiency in relevant software and data tools. Familiarity with the Court's systems such as CaseTrack and CourtPath, or the ability to acquire this knowledge quickly. Advanced skills in Microsoft Excel, Word and PowerPoint. Experience with data visualisation tools (eg Power BI) and online collaboration platforms is highly regarded.
4. Knowledge of the Federal Court's jurisdiction, practices and procedures, or the ability to acquire such familiarity and knowledge quickly.
5. Ability to manage competing priorities and work independently. Demonstrated capacity to work autonomously and collaboratively within a small team, managing multiple tasks and deadlines with a high level of accuracy and attention to detail.
6. Excellent communication and stakeholder engagement skills. Well-developed written and verbal communication skills, with the ability to build effective working relationships across the Court. Experience in delivering training on data-related matters.
7. Capacity for innovation and continuous improvement. Proven ability to identify opportunities for process and system improvements, and to implement changes that enhance efficiency and support organisational goals.
8. Experience in supervising staff and coordinating team outputs. Ability to lead and support team members in maintaining data accuracy and timeliness, including oversight of reporting systems and contribution to team development.
9. A demonstrated understanding and commitment to the application of the Australian Public Service (APS) Values, to abide by the APS Code of Conduct.

Notes

Recruitment Process

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

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.

Eligibility

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

1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. 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;
3. 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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Simon Haag, (02) 8099 8543
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=291415DD-82D8-3AD3-8374-E4203D960

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Attorney-General's

Vacancy VN-0762416

Federal Court of Australia

Closing Date:Monday 15 September 2025

Federal Court of Australia
Registrar

Job Title	Legal Case Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$84,228 - $91,809
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	On Site
Classification	APS Level 5
Position Number	0748-08-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=3345710D-22BF-F403-CCC2-E420B3171F74

Position Overview

The Legal Case Manager position provides support to registrars that exercise delegated judicial powers and administrative power.

Broadly, the primary areas of registrar work for which support is required are as follows:

- Mediation and Case Management Support. This involves mediation and case management work done by registrars in support of matters within judges' dockets.
- Registrar Court work. This work involves the running of Corporations (FCA) and Bankruptcy (FCA and FCFCOA) lists, issuing of summonses for examination, return of documents in examinations and public examinations; Return of Subpoena lists and hearings (FCA); Small Claims list (FCFCOA) and Adverse Action lists (FCFCOA and FCA); special fixture interlocutory hearings.
- Other Registrar Work. This work includes the determination of costs (long form bills of costs estimates, confidential conferences, taxation of costs, remuneration assessments), duty work, eCourtroom substituted service applications, and other work (pro bono, tribunal support, external liaison).

Legal Case Managers will also assist with national tasks. Further details and specific examples of work to be undertaken by Legal Case Managers are set out below.

Duties

Major Activities

Legal Case Managers provide support to the judicial registrar team, including:

Mediations and Case Management:

- Coordinating the management of proceedings the registrar is mediating or case managing, including liaising with parties, organising mediations and case management conferences, preparing correspondence, ensuring facilities are arranged in accordance with the requirements of each particular mediation and/or case management conference and ensuring that relevant case data on the Court's case management system is accurate and up to date.

Registrar Court work:

- Undertake preparatory work for the list, including liaising with parties, listing matters on the Court's case management system, undertaking all post Court work, including uploading orders and ensuring the Court's case management system accurately reflects outcomes.
- Assist with any preliminary work required for public examinations including attending the examination with the registrar as required and ensuring that outcomes and listing details are accurately recorded.

Other Registrar Work:

Costs

- Support the registrar with all aspect of the work, including the review of bills of costs to ensure they are ready to be estimated and taxed, prepare drafts of all estimate letters and prepare orders and certificates of taxation for the registrar to approve.
- Assist with the lump sum costs process including by drafting orders, recording outcomes and corresponding with parties as required.
- eCourtroom – applications for substituted service and issue of summonses for examination
- Support the registrar with all aspects of the work, including liaising with parties, prepare draft orders for consideration by the Registrar and arranging public examinations.

Other duties as required.

- Undertake the co-ordination of pro-bono work.
- Diary and in-box management for registrars as well as management of the registrars' calendar and any travel arrangements.
- Ability to be deployed to Registry or Chambers as required.

Eligibility

Competencies & Attributes

To undertake this role the successful candidate must have:

- An interest in the law.
- The ability to provide high level administrative support effectively and efficiently.
- A sound understanding of the jurisdiction and practice and procedure of the Court or the ability to acquire such knowledge quickly.
- The ability to work both autonomously and also collaboratively as a member of a team.
- The ability to manage multiple tasks and priorities effectively.
- The ability to build and sustain positive relationships with a network of key stakeholders, internally and externally.
- A high level of IT proficiency.

Formal Qualifications

There are no formal qualifications required to undertake the role. A law or related degree (or current enrolment in a law or related degree) will be regarded favourably.

Selection Criteria

1. Experience providing administrative and general support (preferably to a legal practitioner). Formal legal qualification, currently studying law and/or a demonstrable interest in the general federal law jurisdiction of the Federal Court.
2. Knowledge of the FCA and FCFCOA (general federal law) jurisdiction, practices and procedures, or the ability to quickly acquire this knowledge.
3. Good written and oral communication skills underpinned by exceptional attention to detail.
4. Problem solving skills and the ability to evaluate a large volume of information quickly and to manage multiple tasks and priorities effectively.

5. The ability to work both autonomously and collaboratively, including strong interpersonal skills, a proven ability to build and maintain positive professional relationships, and court appropriate presentation.
6. Demonstrated proficiency with administrative tasks and technology, including the use of electronic legal resources and the ability to learn and use the court's case management systems and courtroom technology.

How to apply

To apply, please complete the application form on the Court's careers portal.

As part of your application, you will be required to submit a one-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 500). Please ensure this document is attached before submitting your application.

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

Notes

Eligibility

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

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. 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.
3. 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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Thomas Stewart, (03) 8638 6762
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=3345710D-22BF-F403-CCC2-E420B3171

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Attorney-General's

Vacancy VN-0762422

Federal Court of Australia

Closing Date:Tuesday 16 September 2025

Federal Court of Australia
Court and Tribunal Services

Job Title	Judicial Services Team Leader
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	$94,563 - $105,910
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	0753-08-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=4CCBA228-70A2-D6C6-53A8-E4317A07C1E9

Position Overview

Reporting to the Director or Manager Court Services, the Judicial 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 client services to clients, legal practitioners, registrars and family consultants. Judicial services include:

- providing the initial point of contact for judicial officers of the courts with respect to chambers arrangements
- working with the Local Case Management Judge in relation to case management administration,
- working with Corporate Services to manage the recruitment, training and development of judges associates and support staff
- working in partnership with other Judicial Services Team Leaders nationally,
- maintaining key relationships with internal stakeholders, including the registry team, and providing support to local CTS management as required.
- being a member of a project and/or case management committees from time to time,
- assisting with events and in-court support requirements

Duties

Key Responsibilities and Duties

The position of Judicial 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 supporting teams of associates, deputy associates and/or legal associates to ensure high quality support to the judicial officers of the courts and high quality client services to clients, legal practitioners, registrars and court child experts,
- 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 judicial service provision
- managing change in a challenging and fastmoving 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:

1. Australian citizenship – the successful applicant must hold Australian citizenship.
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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

To apply, please complete the application form on the Court's careers portal.

As part of your application, you will be required to submit a one-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 500). Please ensure this document is attached before submitting your application.

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

Application Close: Tuesday, 16 September 2025 at 11:30 pm (AEST).

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 agency.

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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	Jodie Arnold, 0458465838
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=4CCBA228-70A2-D6C6-53A8-E4317A07(

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Attorney-General's

Vacancy VN-0762435

Office of the Inspector-General of Intelligence and Security

Closing Date:Sunday 21 September 2025

Job Title	Assistant Director, Human Resources, Workplace Safety, Health and Wellbeing
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$121,089 - $134,987
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Canberra based – hybrid working arrangements can be negotiated
Classification	Executive Level 1
Position Number	0274/25_OGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description https://agcareers.nga.net.au/?jati=89651FA2-15CD-2DE7-BD39-E420B4CE76C4

Who are we

The Office of the Inspector-General of Intelligence and Security (IGIS) is central to the independent oversight of the Australian intelligence and security agencies. The Inspector General is an independent statutory office holder with oversight of the activities of Australia's intelligence and security agencies to ensure they act legally and with propriety, comply with ministerial guidelines and directives, and respect human rights. The work of the Inspector-General and his staff provide assurance to ministers, the parliament and the public that these agencies are using their powers as intended.

We are a small portfolio agency, proud of our contribution to the national interest. We recognise that our people are our greatest asset – we recruit and retain highly capable, motivated professionals with high levels of integrity and personal drive; and we invest in, and value, their development. Further, we offer a rewarding, positive, and inclusive environment, empowering staff to work flexibly in their contribution to the achievement of agency goals.

It is an exciting time for our office, as we undergo a period of change and growth. As a result of an expected expansion in our jurisdiction and new powers granted to intelligence agencies in recent years, the office is expected to grow to strengthen our capabilities.

Duties

The Opportunity

The Human Resources team at the IGIS are robust, flexible, hard-working and team oriented. We are small, with a diversity of experience and attributes.

The Assistant Director Human Resources, Workplace Health, Safety and Wellbeing, will be a motivated and strong collaborator, who has experience working in Human Resources, and who understands and appreciates the opportunities and challenges of a small government agency. The Assistant Director will work closely with the Director Human Resources, IGIS Executive and the Office to ensure the agency delivers on a range of people initiatives in line with best practice. This role would be well suited to a HR generalist who wants to specialise in Learning and Development (L&D) and Workplace Health and Safety (WH&S) or a specialist in either of these areas who wants to continue their career by moving into a more diversified HR role.

This role combines generalist HR expertise with a specialised focus on Workplace WH&S and L&D. You will be responsible for promoting a healthy and productive work environment, ensuring compliance with WH&S regulations, and foster and expand learning and development opportunities for IGIS employees.

Please note, this position is Canberra-based with opportunity to negotiate flexible working arrangements, including hybrid working arrangements.

Key responsibilities of Assistant Director, Human Resources – Workplace Safety, Health & Wellbeing include:

Under the direction of the Director, Human Resources, the Assistant Director would be responsible for a selection of the below duties:

Workplace Health & Safety (WH&S):

• develop, implement and monitor WH&S policies and procedures to ensure compliance with regulatory requirements

• coordinate WH&S training programs for employees and managers to promote a safe and healthy work environment

• act as the primary point of contact for WHS-Injury Management related queries and incidents.

• promote wellbeing initiatives and cultural awareness

Learning & Development:

• design and Implement L&D strategies with organisational goals and employee development needs

• collaborate with managers to identify skills gaps and development opportunities within teams

• collaborate on cross-agency projects to meet corporate objectives

• provide strategic advice, problem solving and issues management in relation to learning and development

• provide staff with learning opportunities, especially those relating to priority learning needs

• facilitate training sessions and workshops on various topics and evaluate the effectiveness of training programs through feedback and performance metrics to drive continuous improvement

Generalist HR Management

• assist recruitment and onboarding processes as needed

• collaborate with HR team members to maintain HR systems and records accurately

• contribute to the development of HR policies and procedures to support the agency growth

• provide support to the Director Human Resources on all matters relating to employee relations and HR policy.

To be successful in this role you will:

• work independently and collaboratively within a small team

• be proactive and self-motivated with a strong initiative to take ownership of projects and build on the Human Resources capability

• stay updated on industry trends and best practices in WH&S, L&D, and broader HR functions to suggest innovative solutions

• be approachable, creative and inventive in developing new ideas and methods to progress the work and priorities of the Office

• possess excellent stakeholder relationship skills and the ability to work collaboratively internally and across government

Essential skills and experience

• experience as a HR generalist or specialist experience in workplace health and safety and/or learning & development

• sound understanding of HR principles, WH&S legislation, and best practices.

• excellent written and verbal communication skills with strong analytical skills for evaluating training needs and safety metrics

• be a collaborative team player who can engage stakeholders at all levels

Highly Desirable skills

• demonstrated ability to work within a highly sensitive workplace

• demonstrated ability to lead and mentor junior staff

• tertiary qualifications in Human Resource, business management or a related field

• certificate IV in Work Health and Safety

Eligibility

Security, suitability and integrity requirements

• Citizenship - you must be an Australian citizen

• Employment Suitability Assessment (ESA)– appointment to our Office depends on the outcome of an ESA.

• Security Clearance – appointment and ongoing employment at the Office are subject to a Positive Vetting clearance being granted and maintained. You must be willing to undergo a security clearance vetting process at the Top-Secret Positive Vetting clearance level and must be willing to fully cooperate in the assessment process, including the timely provision of information and documentary evidence. Security vetting may take many months to complete and requires candidates to provide significant personal information to the vetting authority.

Positions at IGIS are positions of trust. In addition to the above, all IGIS staff are required to make annual conflict of interest declarations to support the independence and integrity of the Office.

The successful candidate must be located in Canberra or willing to relocate. The IGIS offers relocation assistance to new employees relocating to Canberra from interstate.

Notes

How to apply

Applicants must be submitted through IGIS Recruitment Portal on our website by 11:30pm AEST on the closing date.

NOTE: All applications must be provided at the OFFICIAL level. Classified applications will not be accepted.

As part of your application, you will need to provide:

• your current resume

• contact details of two referees (one of these must be your current supervisor/manager)

• a written statement explaining why you are interested in IGIS and how your education, skills, knowledge and experience make you suitable for the position (maximum 750 words)

When framing your response, you should also refer to the Integrated Leadership System (ILS) and the capabilities required to be successful at the Executive Level 1.

Information about the ILS is available on the Australian Public Service Commission website.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the Office of the Inspector-General of Intelligence and Security

The Inspector-General of Intelligence and Security is an independent statutory office holder who reviews the activities of six intelligence agencies within IGIS jurisdiction: • Australian Security Intelligence Organisation - ASIO • Australian Secret Intelligence Service - ASIS • Australian Signals Directorate - ASD • Australian Geospatial-Intelligence Organisation – AGO • Defence Intelligence Organisation - DIO • Office of National Intelligence - ONI The purpose of this review is to ensure that these agencies act legally and with propriety, comply with ministerial guidelines and directives and respect human rights. The functions of the Inspector-General are prescribed under sections 8, 9 and 9A of the Inspector-General of Intelligence and Security Act 1986 (Comlaw). The Inspector-General can undertake a formal inquiry into the activities of an agency in response to a complaint or a reference from a minister. The Inspector-General can also act independently to initiate inquiries and conducts regular inspections and monitoring of agency activities. In conducting an inquiry, the Inspector-General has significant powers which include requiring the attendance of witnesses, taking sworn evidence, copying and retention of documents and entry into the premises of an agency within jurisdiction. The Inspector-General can also conduct preliminary inquiries into matters in order to decide whether to initiate a full inquiry.

To Apply

Position Contact	OIGIS Recruitment Team, 02 6141 4490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=89651FA2-15CD-2DE7-BD39-E420B4

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Defence

Vacancy VN-0761871

Department of Defence

Closing Date:Sunday 07 September 2025

Capability Acquisition and Sustainment Group
Commercial

Job Title	Assistant Director Commercial & Financial Analysis
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$120,303 - $135,701
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/06920/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2D61E49D-5338-CABF-0FDA-E41CFC69F84A

Duties

The Role

Working independently and as part of a multidisciplinary team, you will provide commercial, cost and price analysis in support of complex procurement activities. You will provide leadership and support in conducting financial analysis as it relates to the evaluation of costing and pricing proposals. You will develop and support negotiation of commercial outcomes, which achieve value for money for the Commonwealth.

You will develop and foster productive working relationships with project leads and customers to develop commercial, costing and pricing strategies which are fit for purpose, achieve value for money and are consistent with the Commonwealth Procurement Framework and Defence policies.

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 Commercial and Financial Analysis team provides commercial and financial analysis to support complex procurement and contracting activities across the Defence organisation, and over all stages of the procurement and contracting life-cycle.

The position will provide you with exposure to a diverse internal customer base within cross-functional teams and provide significant opportunity to interact with industry across various industry sectors, including Defence Industry.

Our Ideal Candidate

We are looking for a high performing candidate that can lead and conduct commercial focused analysis to join our team of finance and commercial professionals. Your role will be to lead and undertake price and cost analysis, audit and assurance activities, including examination, analysis and reporting on pricing proposals related to tender evaluations and contract reviews.

Using sound commercial and financial analyses advice you will assist in providing improvements in outcomes for procurement and contracting activities. You will further develop your commercial acumen and guide internal clients to optimal value for money outcomes. You will look to continuously improve the delivery of the team’s value proposition to customers and the processes and tools that are utilized.

You will actively manage your ongoing self-improvement and professional development, and ensure compliance with relevant policy and legislation. As a leader, you will be adaptable, supportive and consultative. You will drive performance and set a high standard while delivering positive outcomes for internal customers.

Eligibility
Notes

Security Clearance

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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 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	Kristyn Worner, 0448 457 149
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2D61E49D-5338-CABF-0FDA-E4

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Defence

Vacancy VN-0762070

Department of Defence

Closing Date:Sunday 21 September 2025

Deputy Chief of Navy
DG Navy Health Services

Job Title	Psychologist
Job Type	Full-Time, Non-Ongoing
Location	Garden Island WA
Salary	$95,187 - $108,734
Future Merit Locations	Garden Island
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	NAVY/06330/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=EDB8CA8A-8B69-3C2B-7123-E4087D5D20B8*

Duties

The Role

This is a civilian (non-uniformed) role, as part of the Australian Public Service (APS) workforce within Navy.

As part of the Navy Psychology West section the Psychologist role will include psychological support to Defence members, organisational assessments, short-term interventions (where appropriate), risk assessment, command referrals, mental health training delivery and critical incident mental health support. This role is part of a broader psychology team of professionals; including Clinical, Organisational & General Psychologists as well as Psychology Assistants, this role also works closely with other health professionals and command teams. Navy Psychology is organisational and operational in nature contributing directly to Navy's capability and national security.

Navy Psychology strengthens the Navy workforce by delivering best-practice resilience and mental health programs and by working with Navy leadership to optimise members' performance.

This is a non-ongoing position for 14 months to cover maternity leave.

About our Team

The Navy Psychology West team provides the full scope of Navy Psychology services to Navy Fleet Units and the Garrison Shore Establishment, at HMAS Stirling (Garden Island in Rockingham WA).

In addition, Navy Psychology West is responsible for the delivery of the Mental Health and Wellbeing Program for the Submarine Force. The team works together to achieve a high standard of psychology service provision, liaising regularly with command elements, health providers and other wellbeing stakeholders.

Our Ideal Candidate

We are looking for a highly motivated individual who is seeking variety in their professional career, able to work with reasonable autonomy, has a willingness to learn, and who is passionate about supporting Navy personnel to perform at their best in order to successfully fulfil Navy's Mission.

They will be capable of performing a range of psychology services including psychological assessments, training delivery and development, report writing, brief psychological intervention, critical incident management mental health support, and stakeholder engagement.

They will be drawn to working in the operational, occupational and clinical space, be able to adapt to a changing environment to match operational tempo, and be able to provide advice on complex and sensitive issues taking into account conflicting needs.

Finally, they must be able to build and sustain effective working relationships with team members and actively participate in teamwork and group activities.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Current full and unconditional AHPRA registration as a psychologist

Notes

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To Apply

Position Contact	Kevin Hayter, 03 5931 8983
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EDB8CA8A-8B69-3C2B-7123-E4

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Defence

Vacancy VN-0762148

Department of Defence

Closing Date:Sunday 14 September 2025

Defence Science and Technology Group
Science Strategic and Technology Group

Job Title	Science Strategy and Policy Officer - Capability Plan and Benchmarking
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Fairbairn ACT, Fishermans Bend VIC
Salary	$120,303 - $135,701
Future Merit Locations	Edinburgh, Fishermans Bend, Fairbairn
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/07098/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E7C83D31-81D3-4DCD-26AD-E41ED879D2B8

Duties

The Role

An opportunity exists for a Science Strategy and Policy Officer Position (at S&T5/EL1) within the Science Strategy and Policy directorate. As a Science Strategy and Policy Officer, you will be responsible for managing, coordinating and developing the DSTG Benchmarking and the DSTG Innovation, Science and Technology (IS&T) Capability Plan to ensure DSTG has appropriate IS&T capabilities to support the delivery of scientific advice and innovative technology solutions for Defence and national security.

The Science Strategy and Policy directorate is responsible for developing strategy and policy to support DSTG deliver outcomes for Defence. This is achieved through advising DSTG leadership on the capacity and capability of DSTG to deliver scientific advice and innovative solutions for Defence, ensuring DSTG's strategic direction aligns with broader Defence guidance and Government objectives, coordinating DSTG's contribution to Defence and whole-of-government strategic science policy and supporting management of the enterprise.

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

- Coordinate the collection of IS&T capability data from across DSTG capability divisions.
- Conduct business intelligence analysis and clearly articulate DSTG's current IS&T capability and future capability needs.
- Provide advice to senior management on the application of DSTG's resources and scientific developments to meet Defence requirements.
- Participate in work to anticipate and resolve IS&T capability issues from a DSTG perspective in order to meet business objectives.
- Prepare briefs and correspondence as required on issues relating to DSTG's capacity and capability to deliver scientific advice and innovative technology solutions for Defence and national security.
- Provide a range of administrative support for Science Strategy and Policy directorate, including possible procurement for contracting/consulting advice, coordination of the electronic document and file management system.

About our Team

The Science Strategy and Policy directorate is DSTG's lead for influencing, coordinating and developing policies and strategies related to Defence innovation, science and technology, and national science policy. We develop strong relationships both within DSTG and Defence, as well as across government and with industry and academia. Our mission is to understand Defence's strategic context, develop approaches for DSTG to respond to this context, advocate for Defence science, and ensure world leading best practice shapes DSTG's policy and strategy approach.

Our Ideal Candidate

We are seeking a dynamic individual who is passionate about driving capability in the Defence domain.

- Our ideal candidate embodies the following qualities:
- Passion for Innovation and Capability: A genuine enthusiasm for driving capability and innovation in the Defence sector;
- Technical Proficiency: Solid grasp of S&T principles, with the ability to translate and conduct business intelligence analysis;
- Interpersonal Skills: Strong ability to cultivate and sustain productive relationships with stakeholders across Defence, industry and academia.
- Communication: Strong ability to communicate and clearly articulate DSTG's capability and future capability needs with senior leaders;

- Collaboration: Willingness to work closely with multidisciplinary teams and support senior leaders in delivering recommendations;
- Curiosity and Adaptability: Enthusiasm for learning and adapting to evolving capability needs and driving continuous growth and maturity; and
- Experience: business intelligence, collection and analysis of complex data, and the development and implementation of government policy.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Tertiary qualification in STEM, or equivalent experience

Notes

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

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To Apply

Position Contact	Slazana Cordina, 02 5130 8385
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E7C83D31-81D3-4DCD-26AD-E4

Defence

Vacancy VN-0762156

Department of Defence

Closing Date:Sunday 14 September 2025

Defence Science and Technology Group
Science Strategic Planning and Engagement

Job Title	Director Science Strategy & Policy - Capability Plan and Benchmarking
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT, Edinburgh SA, Fishermans Bend VIC
Salary	$139,681 - $167,659
Future Merit Locations	Fairbairn, Edinburgh, Fishermans Bend
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/07101/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=30237CEB-B619-EB78-982C-E41ED9A0853B

Duties

The Role

An opportunity exists for a Science Strategy and Policy Officer Position (at S&T6/EL-2 level) within the Science Strategy and Policy directorate. As a Science Strategy and Policy Officer, you will be responsible for leading the development of DSTG Benchmarking and the DSTG Innovation, Science and Technology (IS&T) Capability Plan to ensure DSTG has appropriate IS&T capabilities to support the delivery of scientific advice and innovative technology solutions for Defence and national security. The Science Strategy and Policy directorate is responsible for developing strategy and policy to support DSTG deliver outcomes for Defence.

This is achieved through advising DSTG leadership on the capacity and capability of DSTG to deliver scientific advice and innovative solutions for Defence, ensuring DSTG’s strategic direction

aligns with broader Defence guidance and Government objectives, coordinating DSTG's contribution to Defence and whole-of-government strategic science policy and supporting management of the enterprise.

The position requires strong communication skills; experience in business intelligence, collection and analysis of complex data, the development and implementation of government policy; and an ability to work effectively across a diverse set of stakeholders.

The responsibilities of the role include but are not limited to leading a team to ensure effective:

- Lead, plan and manage the development, advocacy and implementation of a DSTG Capability Plan and benchmarking.
- Collection of IS&T capability data from across DSTG capability divisions and business intelligence analysis and clear articulation of DSTG's current IS&T capability and future capability needs.
- Advice to senior management on the application of DSTG's resources and scientific developments to meet Defence requirements.
- Development of work to anticipate and resolve IS&T capability issues from a DSTG perspective in order to meet business objectives.
- Preparation of briefs and correspondence as required on issues relating to DSTG's capacity and capability to deliver scientific advice and innovative technology solutions for Defence and national security.
- Provision of a range of administrative support for Science Strategy and Policy directorate, including possible procurement for contracting/consulting advice, coordination of the electronic document and file management system.

This position has people management responsibility and, as such, will be required to exercise people management skills and knowledge to build and lead a high performing and cohesive team.

About our Team

The Science Strategy and Policy directorate is DSTG's lead for influencing, coordinating and developing policies and strategies related to Defence innovation, science and technology, and national science policy. We develop strong relationships both within DSTG and Defence, as well as across government and with industry and academia. Our mission is to understand Defence's strategic context, develop approaches for DSTG to respond to this context, advocate for Defence science, and ensure world leading best practice shapes DSTG's policy and strategy approach.

Our Ideal Candidate

The suitable candidate will have demonstrated high-level experience in leading and developing capability plans to support deliverables. Tertiary qualifications in STEM (or equivalent experience) is highly desirable.

The ideal candidate will have:

- A critical thinker who is able to convey complex ideas and plans succinctly;
- Strong ability to communicate and clearly articulate recommendations and advice to senior leaders;
- Proven ability to cultivate and sustain productive relationships with stakeholders across Government, academia and industry;
- Accomplished in business intelligence analysis;
- Excellent written abilities and proven experience in briefing senior leaders;
- Strong people management skills; and
- Experience in building and leading a high-performing and cohesive team

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Tertiary qualification in STEM, or equivalent experience.

Notes

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

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To Apply

Position Contact	Slazana Cordina, 02 51308385
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=30237CEB-B619-EB78-982C-E4

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Defence

Vacancy VN-0762170

Department of Defence

Closing Date:Monday 22 September 2025

Security and Estate Group
Service Delivery Division

Job Title	Defence Ranger
Job Type	Full-Time, Ongoing
Location	Beecroft Peninsula NSW
Salary	$69,898 - $77,016
Future Merit Locations	Beecroft Peninsula
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	APS Level 3
Position Number	SEG/07037/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=584B3222-84CD-1DC9-35D2-E41F108ED01F

Duties

The Role

Defence Rangers are expected to work under limited direction exercising responsibility in enabling public access to Beecroft Weapons Range. The duties are varied and include:

- Supporting environmental and land management,
- Visitor and stakeholder liaison,

- Educational activities,
- Protection of sites of cultural significance,
- Field-based activities (including emergency response management) and,
- Compliance with Defence (Public Area) By-laws.

As a Defence representative, this role liaising with diverse stakeholders, including Defence personnel, contractors, interest groups, the local community and Australian and international visitors. A normal day is a blend of manual outdoor work, office-based administrative duties and responding to public enquiries.

Defence Rangers are employed on a shift work basis and on a rotational basis, work weekends and holiday periods, overseeing range access, natural environment and cultural heritage values within the Beecroft Peninsula and take charge of and direct public visitors during emergency in accordance with emergency response plans, at times without direct supervision.

About our Team

Directorate of Operations and Training Area Management's (DOTAM) Beecroft Weapons Range (BWR) provides a unique employment opportunity with a diverse range of personnel, including ADF, APS and contracted staff. The team is committed to ensuring DOTAM maintains a high quality and diverse ADF Training Area, whilst providing the general public access to the Commonwealth Heritage Listed Beecroft Peninsula.

DOTAM has four main functions in support of Defence capability including operation and management of 40 national military Training Areas, delivery of bushfire mitigation across the Defence Estate, coordination of the support to major military exercises, facilitation of Defence domestic operations within Australia and, coordination of Defence Assistance to the Civil Community, Defence Force Aid to the Civil Authority.

The Directorate works closely with the Services to provide quality military exercise areas and facilities to ensure Defence and partnered countries can operate safely on modern and sustainable training areas.

Our Ideal Candidate

The ideal candidate for this role will:

- Demonstrate initiative and be capable of working alone with limited supervision,
- Enjoy working outdoors, be reasonably fit and be capable of manual, physical labour under a variety of thermal conditions,
- Have excellent customer service skills and confidence engaging with the public,
- Apply sound judgement and exercise control in directing range visitors during emergency incidents and other challenging situations,
- Be a strong team player comfortable working in a small team environment,
- Have administrative and computer skills, records and finance management experience including taking monies, receipting etc,

- Possess well developed communication skills and the ability to influence outcomes with a diverse range of stakeholders and the ability to resolve customer issues,
- Possess experience in land management including understanding of flora and fauna of the local area, and
- Have an understanding of Aboriginal culture and the traditional custodians and connection to Country.

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 agency.

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To Apply

Position Contact	Uriah Lanham, 0427 494 864
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=584B3222-84CD-1DC9-35D2-E4

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Defence

Vacancy VN-0762172

Department of Defence

Closing Date:Sunday 14 September 2025

Defence People Group
Military Personnel Division

Job Title	Director of Transition Programs and Engagement
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$139,681 - $167,659
Future Merit Locations	Brindabella Business Park
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 2
Position Number	DPG/07029/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=839D22B0-074A-8794-EEA7-E41F11126DFF

Duties

The Role

The Director of Transition Programs and Engagement oversees the strategic planning, implementation, management and evolution of ADF personnel transition programs within Defence. This role ensures programs align with Government and organisational intent, are thatched with the actions of other government departments, meet quality standards and achieve desired outcomes. The Director manages program staff, external engagement across the national transition ecosystem and partnerships while driving innovation and continuous improvement. This position is:

- Accountable for JTA internal and event management, continuous improvement activities and stakeholder engagement
- Accountable for Single Access Mechanism team performance

- Responsible for setting strategic direction and developing long term plans for the directorate
- The Commonwealth Representative for the Transition Support Services Contract
- Provide strategic advice, problem solving and issues management for internal and external stakeholders in relation to transition
- Coordinate Defence input to the Veteran Transition Strategy (VTS) Action Plan
- In coordination with Director Governance and Assurance implement a monitoring and evaluation framework for the VTS.

About our Team

- Implementation of actions in line with six priority areas of the Veteran Transition Strategy, to support positive transition outcomes for ADF members and families.
- Development of policy and programs, in conjunction with stakeholders within the transition ecosystem, to streamline and improve ADF transition services for ADF members and their families.
- Management of content for all internal and external communication channels.
- Lead engagement with external stakeholders, including ADF Transition Stakeholder Forums.
- Lead the development of transition related communication products, including the ADF Member and Family Transition Guide, the Transition Guide App, and website and marketing content.
- Manage the delivery of Face to Face and Virtual ADF Member and Family Transition Seminars.
- Oversee the Defence Single Access Mechanism function which facilitates the provision of Defence-held records and information to DVA and CSC. This function assists these agencies to assess military compensation and superannuation benefits for both serving and former ADF members.
- Manage the physical storage of ADF members' wills, and the delivery of ForceNet and Engage.

Our Ideal Candidate

Every person who joins the Australian Defence Force (ADF) must transition from the ADF. Within the Joint Transition Authority we are charged with ensuring our veterans transition from the ADF with respect, dignity and are as well prepared for civilian life as possible. To do this we need to be well integrated with the supports that are available within Defence, DVA, Commonwealth Superannuation Corporation, Ex-Service Organisations and across the states and territories.

In this role you will lead Defence's continuous improvement in delivery of improved transition outcomes for veterans. It will be you who drives the initiatives against the Veteran Transition Strategy and against the Royal Commission into Defence and Veteran Suicide transition related recommendations.

We need you to lead, demonstrate initiative, have passion, communicate, and understand the second and third order effects of decisions to ensure a veteran centric approach is taken in all that you deliver.

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 agency.

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To Apply

Position Contact	Chris Kitchin, 02 5130 3521
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=839D22B0-074A-8794-EEA7-E41

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Defence

Vacancy VN-0762189

Department of Defence

Closing Date:Sunday 07 September 2025

Defence People Group
Military Personnel Division

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$79,176 - $86,438
Future Merit Locations	Brindabella Business Park
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	DPG/07079/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6DAB5565-89DF-DA7E-AB50-E41F12E042A8

Duties

The Role

This Administration Officer (APS 4) position will work within the Defence Single Access Mechanism team. The role is a critical enabler for Defence capability in terms of undertaking the Defence Single Access function. This function facilitates the provision of information and records to the Department of Veterans' Affairs (DVA) and the Commonwealth Superannuation Corporation (CSC). These agencies can then assess military compensation and superannuation benefits for both serving and transitioned ADF members.

About our Team

The Joint Transition Authority's purpose is to better support ADF members and their families by working collaboratively with the Department of Veterans' Affairs (DVA) and the Commonwealth Superannuation Corporation (CSC). The Defence Single Access Mechanism sits within the Joint Transition Authority and is the key entry point for the provision of Defence-held records and information to DVA and CSC

Our Ideal Candidate

The ideal candidate for this role will possess:

- Establish and maintain relationships with key stakeholders
- Ability to adapt to change in a positive and flexible manner
- Ability to manage competing priorities and meet deadlines
- Ability to work effectively both independently and as part of a team

Eligibility

Security Clearance:

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

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 agency.

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To Apply

Position Contact	Karli Chappell, 02 6211 2120
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6DAB5565-89DF-DA7E-AB50-E4

Defence

Vacancy VN-0762197

Department of Defence

Closing Date:Sunday 14 September 2025

Defence People Group
People Services and Wellbeing

Job Title	HR Intake officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Hobart TAS, Darwin NT, Brisbane QLD
Salary	$95,187 - $108,734
Future Merit Locations	Canberra, Sydney, Melbourne, Adelaide, Perth, Hobart, Darwin, Brisbane
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/06849/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CB612D12-B54C-5969-E6E3-E41F13FCCB46

Duties

The Role

The Directorate of Complaints and Resolution is looking for a dynamic individual to fill the role of HR Complaints Intake Officer role. You will be part of an exciting new team responsible for triaging of complaints of unacceptable behaviour, accurately capturing the complaint in the approved Defence systems and escalation of the complaint to the appropriate complaint decision maker. You will exercise a considerable degree of independence, sound judgement and decision making to provide expert and specialist advice in complex complaint situations. The role will provide information on welfare support to complainants and specialist advice in complaint management to Defence leaders.

About our Team

The Directorate of Complaints and Resolution (DCR) is responsible for receiving and triaging anonymous and outside of line management unacceptable behaviour complaints, alternative dispute resolution services, unacceptable behaviour policy, reporting and creating of education and training products. The roles within the DCR enhance frontline dispute resolution service, deliver expert advice and guidance, develop policy documents, as well as education products to support complaint handling principles. DCR provides specialist advice to Defence leaders in the management and resolution of unacceptable behaviour complaints and provides welfare support to complainants using trauma-informed principles. The Directorate works closely with the wider HR Services Branch to empower Defence personnel to effectively resolve and manage issues using tools, resources and expert policy advice and guidance.

Our Ideal Candidate

Our ideal candidate will have a background in either HR, complaint intake and triage or complaint handling.

On-going success in this role will be characterised by your ability to:

- Be able to work in a fast-paced operational environment and the ability to meet tight deadlines, while managing competing priorities is essential.
- You will have excellent written and verbal communication. Briefing through verbal and written communications is required. The running of face-to-face or online meetings may be required.
- Collaborate, innovate and influence to create best practice solutions to support complaint handling principles.
- Demonstrate a high level of professionalism, discretion and the highest ethical standards.
- Have superior problem solving, demonstrate resilience and apply trauma-informed principles in support of complainants and Defence leaders.
- Strong ability to interpret and provide expert policy advice in complaint management.
- Be able to work remotely from your team.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Angela Gilbert, 0427 481 511
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CB612D12-B54C-5969-E6E3-E4

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Defence

Vacancy VN-0762206

Department of Defence

Closing Date:Monday 15 September 2025

Defence Finance Group
Financial Performance & Management

Job Title	Capability Costing Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
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	DFG/06563/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A464A661-53E2-9E22-9468-E41F149ADD0E

Duties

The Role

Defence Finance Group (DFG) provides independent and contestable financial analysis, advice and assurance to Government capability submissions, as well as independent financial support, management and reporting on Defence and Government financial matters.

You will be a part of a team of professionals delivering accurate, timely and high quality analysis and advice to project teams and senior leaders on capability submissions. You will have diverse experience and skills in disciplines including policy, governance, financial management, business and project management.

As an APS 6 Capability Costing, you will employ a high degree of stakeholder engagement to achieve a range of tasks across capability proposals and support our Branch by undertaking analysis, and shaping written and verbal advice for senior leaders and colleagues across Defence.

About our Team

The Capability Costing Branch (CCB) works in partnership with the Defence community to drive better practice and transform capability costing. The Branch connects and supports the professional costing community by developing policy and technical solutions, providing strategic and technical costing support and advice, and building a sustainable costing workforce.

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- Strong written and verbal communication skills, with an ability to influence across a range of stakeholders.
- Problem-solving abilities based on a questioning mind and an ability to think laterally.
- Ability to analyse and interpret complex information and provide advice.
- Ability to build and maintain relationships with a network of internal and external stakeholders.
- Develop and maintain a service mentality to assist our business colleagues in their role, responding to queries and assisting them as required.
- Improvement focus, strong results orientation, and seeks to add value through improving processes and systems.

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 agency.

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To Apply

Position Contact	Jason Washington-King, 0484 649 714
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A464A661-53E2-9E22-9468-E41

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Defence

Vacancy VN-0762222

Department of Defence

Closing Date:Sunday 14 September 2025

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Systems

Job Title	Finance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
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 5
Position Number	NSSG/07053/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=242E7EA0-463D-64EC-239B-E41EDB6144BA

Duties

The Role

The Hunter Class Frigate Branch (HCFB) within the Naval Ship Building and Sustainment Group (NSSG) is seeking a self-motivated and high performing individual to join the Commercial and Finance team as a Project Finance Officer. As a Project Finance Officer, you will demonstrate a sound financial acumen and exercise initiative and judgement in the interpretation of policy and the application of practices and procedures. You will assist the Finance Manager with the development and management of HCF's budget exercises (AE's and BE's), manage finance support activities including simple procurement and payment of invoices. You will assist with the management of the Operating Budget and will resolve issues to contribute best practice and continuous improvement of processes related to finance. The successful candidate will challenge themselves in a fast-paced environment, have excellent written and oral communication skills and will contribute to Australian Continuous Naval Shipbuilding.

About our Team

The Hunter Class Frigate (HCF) will be one of the most advanced warships in the world with cutting edge technology and capabilities. As Australia's largest shipbuilding project, HCF provides the foundation for Continuous Naval Shipbuilding in Australia. We are working with experts from the UK, USA, Canada and Europe to provide six frigates optimised for anti-submarine warfare to the Royal Australian Navy. The frigates are being constructed at the Osborne Naval Shipyard, South Australia utilising the latest production technologies.

You will have access to generous working conditions as an Australian Public Servant in Defence. You will be supported in balancing work life with family and other priorities, with a variety of flexible working arrangements available. Information on Defence employees' working conditions, including an attractive remuneration package with a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

Our Ideal Candidate

HCFB are looking for someone with finance acumen, initiative and strong organisational skills, and who can work well under pressure with competing priorities. The successful candidate will have relevant project finance experience and the ability to learn quickly.

Our ideal candidate will;

- Manage and process invoices and purchase orders relating to HCF Contractor requirements;
- Sound finance acumen, problem solving and organisation skills with attention to detail;
- Sound excel skills;
- The ability to assist with the development of budget estimates for HCF Project with all stakeholders;
- Critical thinking skills, with the ability to be assertive in decision making;
- Excellent communication and interpersonal skills;
- An interest in exploring innovative approaches to support and improve business processes;
- A positive attitude towards successful relationships with team members and stakeholders

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	HCF Workforce, 02 5108 1310
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=242E7EA0-463D-64EC-239B-E4

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Defence

Vacancy VN-0762223

Department of Defence

Closing Date:Sunday 14 September 2025

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Systems

Job Title	Integration & Transverse Engineering Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Adelaide, Canberra
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	NSSG/07028/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=FCDABFD3-863D-2911-1112-E41EDB983936

Duties

The Role

As the Integration and Transverse Engineering Manager, you will be responsible for providing the technical assurance of various whole of ship engineering design specialties, including but not limited to: complex, System-of-Systems integration; Ship Vulnerability (signatures); Survivability (shock); Maritime Aviation; and Physical Security. Part of a multi-discipline team, you will work with and lead specialists and be eager to expand your knowledge in domains beyond your core competencies. You will work with a diverse range of stakeholders, both within Defence and across industry partners; as such, you will be expected to engage on complex subjects at both a detailed technical level, and to present a summary position to enable risk based decision making at the executive level.

About our Team

The Hunter Class Frigate (HCF) will be one of the most advanced warships in the world with cutting edge technology and capabilities. As Australia’s largest shipbuilding project, HCF provides the foundation for Continuous Naval Shipbuilding in Australia. We are working with experts from the UK, USA, Canada and Europe to provide six frigates optimised for anti-submarine warfare to the Royal Australian Navy. The frigates are being constructed at the Osborne Naval Shipyard, South Australia utilising the latest production technologies. You will have access to generous working conditions as an Australian Public Servant in Defence. You will be supported in balancing work life with family and other priorities, with a variety of flexible working arrangements available.

Information on Defence employees' working conditions, including an attractive remuneration package with a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

Our Ideal Candidate

You should be someone who wants to expand their existing engineering skills and experience into the uniquely challenging Transverse Domain, recognising that your experience to date may not encompass all transversal areas. You should have a strong background in either Systems Engineering, Naval Architecture or Mechanical Engineering with substantial experience of system integration in the acquisition or sustainment of maritime or similarly complex systems. You need to be able to create and maintain professional relationships with both internal and external stakeholders and be able to work in a collaborative fashion with those stakeholders. As a leader, you should be comfortable with limited certainty and direction, taking a view of the situation and then providing informed advice, within the project's context and constraints. You should have familiarity of working within a contract and be able to mentor and develop junior staff.

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	HCF Workforce, 02 5108 1310
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FCDABFD3-863D-2911-1112-E4

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Defence

Vacancy VN-0762233

Department of Defence

Closing Date:Sunday 14 September 2025

NAVY
Fleet Command

Job Title	Romeo Scheduling Team Leader
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	$95,187 - $108,734
Future Merit Locations	Nowra
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	NAVY/06037/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C664266E-2D5C-61A8-45C3-E41FC4B41959

Duties

The Role

The Romeo Scheduling Team Leader is responsible for the management of the Romeo Group flying program to satisfy the training and operational requirements of the key stakeholders located at the Romeo Main Operating Base. These requirements include the management and allocation of all assigned resources to ensure system objectives are achieved in the progression of training and operational demands. This role requires excellent communication skills to collaborate effectively with senior managers to determine priorities, and resolve complex scheduling

challenges in a dynamic environment. The Romeo Scheduling Team Leader will work in a small, fast-paced team, led by the Romeo Group Force Generation Officer and be responsible for the supervision and management of the Romeo Scheduling Training Co-ordinator.

About our Team

The Romeo Group coordinates delivery of the MH-60R capability to achieve the activities directed by higher Commands within the Royal Australian Navy. The Force Generation Cell is a small team within the Romeo Group that works with internal and external stakeholders to ensure the allocation and provision of resources within the Romeo Group to achieve these tasks.

This includes the scheduling of operational flying training for Pilot, Aviation Warfare Officer, and Sensor Operators at 725 Squadron as well as development flights for qualified aircrew from across the Romeo Group. The Force Generation Cell manage short and long-term commitments, up to and including the development of a daily flying program for the Main Operating Base.

Our Ideal Candidate

Our Ideal Candidate will have the following attributes and skills:

- Well organised, detail orientated and results driven, capable of delivering accurate and reliable training schedules while meeting tight deadlines.
- Ability to quickly analyse and resolve complex scheduling conflicts to ensure optimal utilisation of resources to meet priorities.
- Communicate effectively with stakeholders including senior managers, department heads, and team members, to understand Romeo Group requirements and constraints.
- Utilise advanced scheduling software to enhance productivity and accuracy in schedule creation and maintenance.
- Prepare detailed reports and analysis on scheduling progress, providing insights and recommendation for process improvement.
- Facilitate meetings and discussions with team members to update and adjust schedules and priorities as required.
- Foster a positive team-orientated work environment, promoting open communication and cooperation among team members.
- Adhere to organisational policies and guidelines while maintaining confidentiality and professionalism in all interactions.
- Advanced ICT skills, in particular Microsoft based computing software, and experience with scheduling programs.

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	Phillip Black, 02 4449 3502
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C664266E-2D5C-61A8-45C3-E4

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Defence

Vacancy VN-0762237

Department of Defence

Closing Date:Sunday 14 September 2025

Capability Acquisition and Sustainment Group
Industry Engagement

Job Title	Assistant Director AIC Program Assurance
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC
Salary	$120,303 - $135,701
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details
Classification	Executive Level 1
Position Number	CASG/06221/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=797282E3-B826-1257-35EB-E4203A90468E

Duties

The Role

The EL 1 Assistant Director Australian Industry Capability (AIC) Program Assurance performs a leadership role in an integrated environment, managing the assurance, monitoring and reporting functions for Defence's AIC Program to improve compliance with industry policy and performance in the delivery of the AIC program. The position directly supports building a sovereign defence industrial base. The successful candidate will exercise sound decision-making and judgement, to manage the assurance program, working collaboratively with internal and external stakeholders, and subject matter experts to facilitate the achievement of Defence outcomes.

About our Team

The Industry Engagement Division (IE Div) supports Defence's delivery of the Government's policy direction to equip and sustain the ADF. IE Div develops and delivers initiatives that are designed to develop a deeper and broader sovereign industrial base while making Defence a stronger client.

AIC Program Support and Assurance Directorate embedded in the Office of Defence Industry Support Branch of IE Div leads the program support functions for AIC, through direct program support and training for Departmental and industry representatives, and through assuring the effectiveness of the AIC program through audit and reporting. AIC Program Support and

Assurance Directorate works with all Groups and Services, to deliver on the Government's direction to develop the Sovereign Defence Industrial Base, required to support Defence capability. We provide advice and support to Capability and Project Managers, and work across Defence and with other federal agencies to implement the AIC Program, and drive exports through the creation of supply chain opportunities.

Working with us will provide a unique opportunity to engage with Government and Industry on an important Government initiative, and an opportunity to develop or utilise your experience in the Australian Public Service.

Our Ideal Candidate

We are seeking a highly motivated, collaborative leader who consistently delivers high quality results and outcomes, and is able to demonstrate adaptability, responding to ever-changing priorities and the needs of stakeholders in an evolving and fast-paced environment. You will use your initiative to make informed decisions and solve complex problems under limited direction. Applicants should demonstrate well-developed communication and critical thinking skills, organisational and relationship management skills, and have 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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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To Apply

Position Contact	Robert McGrath, 0439 301 936
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=797282E3-B826-1257-35EB-E42

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Defence

Vacancy VN-0762243

Department of Defence

Closing Date:Sunday 14 September 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Logistics Services Manager
Job Type	Full-Time, Ongoing
Location	Moorebank NSW
Salary	$120,303 - $135,701
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JCG0678725
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3F7F3945-9C96-D1BC-A76B-E4203DB36484

Duties

The Role

The Joint Logistics unit East (JLU-E) is seeking a highly skilled and motivated EL1 Logistic Services Manager (LSM), to join our dynamic Executive team at Moorebank. As the EL1 LSM, you will work closely with key stakeholders and to support the warehousing, distribution, clothing and retail stores functions for JLU-E and the wider Defence community. You will be responsible for managing the outputs of the JLU-E Log Services Branch (LSB), and the contracted Industry Partners within the JLU-E organisation. You will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholder expectations and concerns to develop and communicate methodologies and practices to achieve both the strategic and tactical outcomes of the organisation.

The EL1 of LSB will exercise a considerable degree of independence and perform a key leadership role within the unit. The LSM will exercise sound decision-making and judgement to provide expert advice on policy and procedures. They will have in-depth knowledge of the logistics and contract management function. They will be responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence. An EL1 LSM is accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes.

In this role you will expected to develop and implement work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement. This role has people management responsibility and as such, you will be required to exercise your people management skills, knowledge to lead a high performing and cohesive team. This role is responsible for the management of over 50 ADF/APS staff members and 200+ Contracted staff.

About our Team

Located within Joint Logistics Unit –East at Moorebank, the Logistic Services Branch offers the opportunity to work with a skilled and dedicated team compromising of Australian Defence force (ADF), Australian Public Servants (APS) and Industry Partner staff who provides an essential Warehousing and Logistic capability as a key stakeholder in the ADF logistic network. Joint Logistics Unit - East is one of Defence's largest warehousing units managing approximately 11.5 million items.

Located in Moorebank, we are a fast paced, transformative logistics unit with a diverse workforce of military, public servants and industry partners. We are committed to supporting our customers by providing quality advice and delivering the best solutions across multiple areas within Defence. Logistics Services Branch is focused on planning, assuring and governing the delivery of warehousing and distribution services, including national high security item management to Defence.

Our Ideal Candidate

Our Ideal candidate will have demonstrated in depth knowledge and experience in the management of Logistic practices in a contracted environment across a broad range of commodities that range from small, fast moving items to bulky/oversized items that require complex management strategies with varying level of security requirements. You must be able to engage, negotiate and collaborate with diverse internal and external stakeholders and provide advice and assistance on complex issues in accordance with relevant policy, procedure and legislation.

The successful applicant will be highly organised, have the ability to work independently and manage competing priorities while remaining flexible in a dynamic environment. The successful candidate will display strong leadership qualities, personal drive and integrity. Under broad direction, the successful candidate will be accountable to the Commander JLU-E. The EL1 LSM will provide effective Logistic and contracting expertise, and support stakeholder engagement to Defence. The role is suited to highly organised, proactive and personable individuals who enjoy working with high-level responsibility in an at times high-tempo environment.

The ideal candidate will have experience working in a commercial environment with contractual mechanisms while being open to learning about new processes, which are unique to this organisation. The ideal candidate will be resilient, capable and resourceful while producing superior work outputs in an effective and efficient manner. The ideal candidate will be comfortable working across technological means where face-to-face interaction is not always possible.

Our ideal candidate will have:

- Extensive knowledge of Logistics and Contract Management policies, processes and procedures.
- Excellent leadership skills including the ability to manage and motivate a team.
- Strong problem solving and issues resolution skills.
- Excellent communication, negotiation and stakeholder engagement skills.
- Strong analytical skills and the ability to identify, resolve and mitigate risks associated with logistics and contract management activities.

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 agency.

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To Apply

Position Contact	Andrew Middledorp, 02 8108 4933
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3F7F3945-9C96-D1BC-A76B-E4

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Defence

Vacancy VN-0762250

Department of Defence

Closing Date:Monday 15 September 2025

Defence Intelligence Group
Intelligence Capability Division

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Bendigo VIC, Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Bendigo, Canberra
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	DIG/07146/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=16E95E05-BF23-21CA-FE4B-E41FC762A629

Duties

The Role

Within the Project Management function an APS 6 Project Manager is accountable under broad direction to perform and achieve project management work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS 6 Project Manager will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed project management technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

An APS 6 Project Manager may be a team coach or lead a team and be accountable 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.

An APS 6 Project Manager will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex or difficult issues. They will be required to identify, anticipate and respond to stakeholders? needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

Effective estate and infrastructure is critical for the Defence Intelligence Group (DIG) to be able to enable its people to deliver Defence capability. The DIG Estate directorate performs the critical interface function between the DIG business units and the Security and Estate Group (SEG) for all property matters.

Our Ideal Candidate

DIG is seeking an experienced and motivated facilities office to join the Estate team with one position in Canberra and one in Bendigo.

To be successful in this role you will have:

- A strong WHS awareness and understanding.
- Experience managing multiple contracted trades.
- Demonstrated awareness of security requirements within high security environments.
- Ability to coordinate with stakeholders.
- Understand the inherent requirements of working in an industrial setting.
- Hold or be willing to hold White Card and other construction safety qualifications.
- Be results focused with the ability to work both independently and as part of a team.
- Strong oral and written communication including demonstrated interpersonal skills.
- Be able to work in a fluid environment by remaining flexible, agile and adaptable
- A good attention to detail.
- A valid Australian drivers licence.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Name Withheld, 02 4223 6506
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=16E95E05-BF23-21CA-FE4B-E4

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Defence

Vacancy VN-0762267

Department of Defence

Closing Date:Sunday 14 September 2025

Security and Estate Group
Infrastructure Division

Job Title	Systems Engineer - Complex Technology Ranges
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC, Various locations - WA WA, Various locations - NSW NSW
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - QLD, Various locations - ACT, Various locations - NSW, Various locations - SA, Various locations - VIC, Various locations - WA, Various locations - NT
Office Arrangement	Flexible
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/07057/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2403A1BF-7717-4574-78F2-E41FC94D7129

Duties

The Role

The Complex Technology Ranges systems engineer position responsibilities may include:

- Support the CTechR Principal Engineer in developing and leading the engineering functions required to support the initial and ongoing certification of Urban Operations Live Fire ranges.
- Contribute to the development of the engineering management system and supporting documents.
- Contribute to the development and conduct of test and evaluation activities.
- Support the conduct of Engineering Review Boards, Configuration Control Boards and Technical and Safety Risk Review Boards.
- Conduct technical risk assessments and provide technical engineering advice to a diverse range of stakeholders.

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 Complex Technology Ranges (CTEchR) engineering team is part of the Directorate of Estate Engineering Policy (DEEP). The CTechR team is a new organisation and supports the first instance of the application of the Defence Landworthiness Management System to the Defence estate. The team will be required to work closely with the other engineering disciplines in DEEP and with other key CTechR stakeholders.

Our Ideal Candidate

You are an inquisitive professional engineer who is flexible in your approach to work and is outcome focussed. As part of a new team, you will be willing to learn new skills and to contribute across a number of specialist engineering functions.

The ideal candidate will have some or all of the following:

- Experience in contributing to technical determinations in support of the certification of systems under the Defence Landworthiness Management System.
- Experience in the development and conduct of test and evaluation activities. This may include the execution of test plans in a field environment.
- Experience in the application of system safety and risk management processes.
- Strong communication and interpersonal skills and the ability to develop and maintain productive working relationships across diverse stakeholder groups.

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. 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 agency.

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To Apply

Position Contact	Mark Sweetman, 0484 577 940
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2403A1BF-7717-4574-78F2-E41

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Defence

Vacancy VN-0762272

Department of Defence

Closing Date:Sunday 14 September 2025

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
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 5
Position Number	ADFHQ/07137/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=33BFFD9E-8160-5488-80A7-E41FFF69C199

Duties

The Role

As the Logistics Officer within the Force Structure Operations Directorate of the Military Workforce Design Division (MWDD), you will be responsible for the functional and processing requirements for all ADF Force Element (FE) logistical entitlement changes for the Defence Materiel Entitlement Management Team. The team is focused on the management of land materiel entitlements, and is responsible for both designing and operating the new Defence materiel entitlement management system, and liaising with a range of Defence stakeholders. As the Logistics Officer you will interpret, amend and maintain entitlement data within the system structures to ensure ADF units have the correct Logistic assignments (type, quantity and authority).

This role reports to and supports the APS 6 Logistics Team Leader in proactively managing team cohesion and workload to meet organisational outcomes. This position will include ongoing training and development and learning opportunities at the APS 6 level.

About our Team

The Force Structure Operations (FS-Operations) Directorate sits within the Military Workforce Design Division (MWDD) which is maturing to deliver against its mission to “design and control the ADF organisational structure, in order to contribute to integrated capabilities for the ADF”.

The FS-Operations team are comprised of APS and ADF members of diverse skills, backgrounds and disciplines who work together to provide a wide variety of activities undertaken by MWDD. It has a high performing culture and the successful candidate can expect to be challenged in this role and supported by an inclusive and considerate team and leadership group.

Our Ideal Candidate

You will have excellent communication, organisational and time management skills, and have the ability to manage and prioritise multiple tasks within deadlines, requiring self-motivation with a good work ethic. You will be able to understand policy and think critically when analysing and problem solving to ensure complex equipment establishments are processed to enable decision-making at the correct level.

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	Kenneth Steinman, 02 5109 6339
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=33BFFD9E-8160-5488-80A7-E41

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Defence

Vacancy VN-0762273

Department of Defence

Closing Date:Sunday 14 September 2025

Associate Secretary Group
Defence Counsel Services

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	$79,176 - $86,438
Future Merit Locations	Fyshwick
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	ASG/07171/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DFFDE54A-D279-169C-97FF-E41FFF819412

Duties

The Role

We are seeking multiple motivated APS 4 Administration Officers to join Defence Counsel Services (DCS), to provide high-quality support and service across a range of administrative and operational functions. The successful candidate will demonstrate exceptional attention to detail, ensuring accuracy in documentation, records and processes. This role requires strong customer service skills, with the ability to communicate effectively with a diverse range of stakeholders. You will also be adept at managing competing deadlines, juggling multiple priorities while supporting the team's objectives and delivering outcomes on time.

About our Team

Defence Counsel Services (DCS) provides independent and trusted legal assistance to members of the Australian Defence Force (ADF). We support current and former ADF members by offering legal advice on administrative and military discipline matters, as well as Wills and Powers of Attorney. DCS can also provide limited guidance on certain civilian legal matters.

The DCS team is diverse, comprising both civilian and military staff, and includes a mix of in-person and remote workers.

Our Ideal Candidate

The ideal candidate is highly organised and thrives in a fast-paced environment. They will possess the ability to effectively manage competing priorities while maintaining accuracy and attention to detail. They are an excellent communicator, able to engage confidently and professionally with a wide range of stakeholders, and are skilled at delivering outstanding customer service.

The ideal candidate will also be a strong key player and collaborate seamlessly with colleagues, supporting shared goals and contributing positively to the team environment. They are also flexible and adaptable, able to respond to changing demands and take initiative when required.

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	Zoe Selvinelli, 02 5131 6966
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DFFDE54A-D279-169C-97FF-E4

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Defence

Vacancy VN-0762276

Department of Defence

Closing Date:Monday 15 September 2025

Defence People Group
Joint Support Services

Job Title	Family Liaison Officer
Job Type	Full-Time, Ongoing
Location	Perth WA, Rockingham WA
Salary	$79,176 - $86,438
Future Merit Locations	Perth, Rockingham
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	DPG/07190/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=29362419-0766-0D7A-71E2-E4200034AC1B

Duties

The Role

As a Family Liaison Officer you will be an integral part of the Defence Member and Family Support (DMFS) Western Australian team and be at the forefront of helping Defence families connect and engage with their wider community and other Defence families.

The Family Liaison Officer role includes:

- Engagement with Defence families, key stakeholders and the wider community.
- Facilitating opportunities for connection between Defence families and the wider community.
- Active engagement with Ex Service Organisations and other services that support Defence families.
- Providing information and advice about services and supports available through Defence as well as local community resources and services.
- Participating in Command and Unit facilitated events and functions for families.
- Building knowledge of community services and engaging with service providers to inform them of the needs of Defence families.
- Working as part of a dynamic and multidisciplinary team.
- Facilitating events including set up and pack up of information stands at a range of different venues in the local community and on Base, and travel to Defence establishments within Perth, RAAF Base Pearce, Karratha (Pilbara region) and Exmouth.

The Workplace Environment includes:

- Computer Use.
- Sitting at desk.
- Standing for long periods.
- Lifting 0-15kg.

About our Team

Defence Member and Family Support Branch (DMFS), Directorate of Regional Engagement offers a broad range of programs and services to help Commanders, Australian Defence Force members and their families manage the military way of life. DMFS supports Defence families' self-reliance and increases the capacity of the wider community to understand and support the needs of Defence families.

The Family Liaison Officer Perth position will form part of the WA team that consists of Defence Social Workers, Military Support Officers, an Educational Liaison Officer, Business Support Officer and Area Manager. DMFS WA is based in Rockingham and services the Perth metro and remote area (Pilbara and Exmouth). We work collaboratively to provide crisis, mobility and absence support, advice to Commanders, referrals to external agencies, information on local services, education advice and general information on Defence matters.

Our Ideal Candidate

We are looking for an energetic and friendly team player who can use their initiative to provide innovative ways to engage with Defence families to help connect them with the local community. Strong, collaborative and collegiate stakeholder engagement skills are required. Our ideal candidate will be a team player with strong organisational skills.

Excellent communication is a must as well as liaison and activity planning skills to promote Defence family engagement opportunities. The candidate must be able to prioritise; work independently; and demonstrate an understanding of confidentiality. Some after hours and weekend work is required. Contact officer can provide more details.

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	Kristy Brown, 0410 694 382
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=29362419-0766-0D7A-71E2-E42

Defence

Vacancy VN-0762283

Department of Defence

Closing Date:Monday 15 September 2025

Defence Science and Technology Group
Air and Maritime

Job Title	Deputy Program Leader Air Intelligence, Surveillance, Reconnaissance and Electronic Warfare
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Fishermans Bend VIC, Fairbairn ACT, Stirling WA, Eveleigh NSW
Salary	$168,109 - $189,184
Future Merit Locations	Edinburgh, Stirling, Eveleigh, Fairbairn, Fishermans Bend
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/07172/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C8411A09-C4EF-A8BE-A4D7-E42000C7249C

Duties

The Role

You will have the opportunity to use both your science and technology expertise and your project management knowledge to lead some of the most interesting Programs supporting the Defence of Australia. As Deputy Program Leader (DPL) Air Intelligence, Surveillance, Reconnaissance (ISR) and Electronic Warfare (EW), you will be responsible to the Program Leader Air Capabilities and will work collaboratively with AFHQ, CASG, and RAAF force element groups to develop a program of work providing support to RAAF EW programs including AIR555 MC-55A Peregrine and Air Countermeasures Development and Validation.

In this role, you will be responsible for:

- Contributing to the development of an IS&T Program Strategy
- Creating the IS&T Program’s delivery plans through consultation with relevant internal and external stakeholders
- Applying your science and technology expertise to contribute to the design of research activities that address priority problems of strategic importance to Defence, which may span several scientific disciplines/domains
- Working across teams to define the Program’s milestones, resources, risks and work packages, and leverage and integrate with associated projects
- Working across Program boundaries with Program Leader Electromagnetic Warfare to deliver broader EW initiatives within the organisation
- Monitoring, and reporting on the Program’s delivery, risks, governance, communications, budget and benefits realised
- Identifying and resolving issues as they arise to ensure quality IS&T outcomes are achieved to time and budget
- Acquiring support for successful delivery of Program projects and work-packages (this includes: governance, assurance, legal, security, ICT, and safety)
- Identifying and negotiating suitable technology transition pathways to help drive innovation
- Maintaining and fostering partnerships with clients, academia, and other organisations nationally and internationally

About our Team

Air and Maritime is responsible for delivering innovation, science and technology (S&T) programs to enhance Defence capability in the Air and Maritime domains.

Air and Maritime Division focuses on the following areas:

- Fleet, Logistics and Information Warfare
- Submarines
- Maritime Surface and Above Water Combat
- Maritime Systems and Integration
- Air Capabilities
- Air Combat
- Integrated Air and Missile Defence
- Hypersonic Weapons

The DSTG Air Capabilities IS&T Program seeks to shape and influence air domain capability enablers through the delivery of scientific research, technology development, and expert advice for the Air ISR, Air Mobility, and Combat Air Support capability programs, as well as support to countermeasures development and validation for air platforms, and enabling IS&T in support of the force-in-being.

The majority of the Air Capabilities IS&T effort is in support of the RAAF Air ISR Program, including P-8A Poseidon, MC-4C Triton, and MC-55A Peregrine.

Our Ideal Candidate

Our ideal candidate will be able to demonstrate the following:

- Strong Leadership and Interpersonal skills.
- Sound STEM expertise in a relevant discipline
- IS&T experience in and an enthusiastic advocate for EW
- Highly developed negotiation, networking and communication skills.
- Experience in coordinating and delivering large client-focussed technical or scientific activities, projects or programs to deliver high quality benefits.
- Resilience and adaptability; and passionate about ongoing professional development.

We acknowledge the importance of developing and retaining an inclusive culture that produces opportunities for all. We encourage people from varied backgrounds with the right skills sets and experience to apply for this position. We understand that a diverse demographic bring unique and creative perspectives and solutions benefiting every aspect of what we do at DSTG.

Eligibility

Security Clearance:

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

Mandatory Qualifications

The S&T7/EL2 Science Advisor position will require:

• academic qualifications in one or more of the following related fields of research; or

• relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 40 – Engineering

4001 Aerospace Engineering

4008 Electrical Engineering

4017 Mechanical Engineering

4099 Other Engineering

Division 46 – Information & Computing Sciences

4605 Data Management & Data Science

4609 Information Systems

4699 Other Information & Computing Sciences

Division 49 – Mathematical Sciences

4901 Applied Mathematics

4903 Numerical & Computational Mathematics

Division 51 – Physical Sciences

5102 Atomic, Molecular & Optical Physics

5103 Classical Physics

Notes

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To Apply

Position Contact	Robert Bolia, 03 9344 3301
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C8411A09-C4EF-A8BE-A4D7-E4

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Defence

Vacancy VN-0762300

Department of Defence

Closing Date:Thursday 18 September 2025

Defence People Group
DEPSEC Defence People Group

Job Title	Data Analyst - Defence People System
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/07184/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BA89A394-1EC8-EC26-AEA6-E431B5BA682E

Duties

The Role

As the Data Analyst within the Defence People System (DPS) Directorate, you will lead the technical sustainment, enhancement and continuous improvement of the DPS's Strategic Reporting Form and the Power BI dashboard, POPULUS. You will also play a critical role in preparing and leading the migration of these tools into the One Defence Data ecosystem, ensuring they remain accurate, user-friendly, and aligned with enterprise requirements.

By providing clear workforce and people insights, your work will give senior Defence leaders – including SES Band 2/2-Star and SES Band 3/3-Star officers – the visibility they need to inform timely decision-making on force generation for preparedness and force employment. This is a unique opportunity to combine your technical expertise with meaningful impact, contributing directly to Defence's capability, national security, and Australia's prosperity.

About our Team

The Defence People System (DPS) Directorate sitsat the heart of how Defence delivers workforce and people effects. We bring together the strengths of the ADF, APS and external workforce to create a cohesive, integrated operating model that enables Defence to meet its mission.

We deliver:

- Workforce Integration by uniting the collective strengths of our people (ADF, APS, and External workforce) into one cohesive operating model.
- Digital Enablement through POPULUS, Defence's flagship enterprise level strategic workforce reporting and insight tool, empowering Senior Leaders (3-Star/SES Band 3) with the information they need to make timely, evidence based decisions.
- Enterprise-level Governance and Assurance by embedding people and workforce Outcomes, Activities, Performance and Risk into a single enterprise reporting and assurance framework.
- Workforce Capability by delivering training, facilitating team cohesion, and shaping the culture needed to achieve enduring strategic workforce and people effects.

Our Ideal Candidate

Our ideal candidate is a technically skilled Data Analyst with advanced expertise in Excel and Power BI who enjoys problem-solving and creating user-focused solutions. You will be confident in sustaining and enhancing existing tools, while preparing them for migration into new enterprise systems. You understand the importance of accuracy, usability and continuous improvement, and you work collaboratively with stakeholders to ensure data products are fit-for-purpose and trusted. You thrive in a fast-paced environment, balancing operational delivery with strategic reform, and bring a passion for workforce capability and governance at scale.

Above all, you are motivated by the bigger picture – knowing that your work equips senior leaders with the insights they need to shape preparedness, force employment, and Australia’s future security.

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	Monika Juric, 02 5108 6899
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BA89A394-1EC8-EC26-AEA6-E4

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Defence

Vacancy VN-0762301

Department of Defence

Closing Date:Monday 15 September 2025

Defence People Group
Australian Defence College

Job Title	Administration Manager
Job Type	Full-Time, Ongoing
Location	Weston Creek ACT
Salary	$120,303 - $135,701
Future Merit Locations	Weston Creek
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DPG/07197/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B5AA8726-49A7-C312-9824-E420032071F0

Duties

The Role

The Deputy Director of the Administration and Coordination Centre (ACC) is responsible for the centralised staff and course administration functions for courses conducted across the Australian Defence College (ADC) Weston Creek and Campbell Campuses. Reporting to the ADC Chief of Staff, the ACC provides support to a number of organisations including the Australian War College, ADF Training Centre and the Australian Defence Force Academy (international cadets). A significant responsibility of the role is support to staff and students, in particular the arrival and onboarding of the international staff and students at the beginning of each academic year.

Specific functions of the Deputy Director include:

- Report to ADC senior leaders on the management of international and Australian students.
- Lead and manage a small dynamic team of APS administrative officers.
- Oversee management of International Students in consultation with Course Directors and Pacific and International Policy Divisions.
- Manage and oversee the student administration and course support functions including study tours travel, finance and onboarding over the academic year.
- Oversee the management of learning and shared facilities at ADC Weston Creek on behalf of the Senior ADF Officer.

About our Team

The ACC is a small, high performing, and high tempo team based at Weston Creek who support the Australian Defence College (ADC). The team comprising of APS staff is responsible for administrative support across a range of course activities including, facilities, travel, purchasing and records management in support of the wider ADC community.

The ACC is the primary administrative hub for international students attending ADC long courses and provides the conduit for housing and family support. Overall, the ACC is a busy team that plays a key role in providing supporting functions to the delivery of ADC educational programs.

Our Ideal Candidate

The ideal candidate is a high performing individual looking to lead a small but dynamic personnel support team. The successful candidate will have the ability to work independently with the initiative to analyse, review and adjust work activities to meet competing business requirements.

Our ideal candidate is an individual who:

- Is able to read and interpret policy.
- Has the ability to supervise a small team with strong communication and interpersonal skills.
- Is self-driven and able to manage competing priorities and resources within the ACC.
- Is able to work in a fluid environment by remaining flexible, agile and adaptable.
- Is able to collaborate with a wide range of stakeholders at all levels including foreign military personnel.
- Has a strong background in travel and financial management.
- Has a back ground in course management and student nominations and paneling.

Eligibility

Security Clearance:

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

Notes

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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	Paul Barta, 02 6212 0223
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B5AA8726-49A7-C312-9824-E42

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Defence

Vacancy VN-0762313

Department of Defence

Closing Date:Sunday 14 September 2025

Security Estate Group
Service Delivery Division

Job Title	Base Support Officer
Job Type	Full-Time, Ongoing
Location	Puckapunyal VIC
Salary	$79,176 - $86,438
Future Merit Locations	Puckapunyal
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	SEG/05413/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=BAA6EE5B-1C59-72C1-8748-E420034F8374*

Duties

The Role

As the APS Level 4 - Base Support Officer, you will work closely with both internal and external stakeholders to ensure essential services are delivered and that our Defence Bases and office environments are maintained to a high standard.

You will design and recommend solutions, recommending appropriate management strategies to whole of base operational and service delivery issues.

You will work independently with reasonable autonomy and be accountable for achieving your deliverables. You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

This role will suit you if:

- You are customer focused – able to hear the voice of the customer and drive improvements in service delivery.
- You are positive, optimistic and willing to ‘go that extra step’.
- You have the confidence to engage with stakeholders at various levels and in different forums.
- You are interested in self-improvement and developing your communication and interpersonal skills.
- You have demonstrated ability to ‘think on your feet’, consider options and initiate appropriate action.
- You are a ‘team player’.

About our Team

Security and Estate Group, Directorate Service Delivery, South East Zone is seeking to fill a position at the APS 4 level. The Directorate of Service Delivery in the South East Zone is responsible for the operational performance and issue management to support services delivered across Southern NSW, Victoria and Tasmania.

These services include, but are not limited to, Estate and Building Maintenance; Project Delivery Support; Land, Environment and Heritage Management; Accommodation and Housing; Transport; Waste Management; Hospitality and Catering; Cleaning; Sport and Recreation; Safety, Security and Emergency Management.

In order to support a dynamic and diverse capability, the APS 4 Base Support Officer will be required to have well developed organisational skills and a genuine enthusiasm and willingness to learn and apply Defence's Estate legislative obligations, related policies, processes and systems.

Our Ideal Candidate

The Service Delivery Division prides itself on its positive, collaborative, and supportive workplace culture. For us, it is all about the team and we want people who want to be a part of the culture we have created. Our ideal candidate will enjoy working in a dynamic workplace on a wide variety of tasks.

You will demonstrate the following characteristics:

- A customer centric approach to service delivery.
- Resilience, personal drive and a focus on enabling others in support of Defence capability.
- An ability to manage competing priorities and meet deadlines.
- A flexible approach while maintaining attention to detail within a dynamic environment.
- Outcome focused.
- Sound verbal, written and negotiation skills.
- Willingness to learn and be challenged.
- Initiative and sound judgement in the interpretation and operational application of policy.

If you are looking for a position where you will be out and about, engaging with various stakeholders and you enjoy coming to work where no two days are the same then we recommend you engage with the contact officer and discuss further.

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 agency.

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To Apply

Position Contact	DDG Recruitment, ddg.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BAA6EE5B-1C59-72C1-8748-E4

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Defence

Vacancy VN-0762314

Department of Defence

Closing Date:Monday 15 September 2025

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Commercial Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$120,303 - $135,701
Future Merit Locations	Brindabella Business Park
Office Arrangement	Work From Home;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	CASG/06907/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=131007CC-8769-B91C-C92A-E42002AAD9F2

Duties

The Role

The Commercial Manager will play an important role in the Integrated Air and Missile Defence (IAMD) Program, supporting the AIR6500 IAMD Command and Control (C2) Project and the Air Defence Systems (ADS) Branch.

AIR6500 has engaged a Strategic Partner under a major acquisition contract, and is concurrently going to Government to seek approval for future air defence investments delivered across tranches. ADS Branch also manages a number of separate commercial arrangements supporting the broader IAMD Program.

As ADS Branch undertakes industry engagements, market testing, procurement development, contract formation and management, as well as commercial management, it needs highly skilled, knowledgeable, and experienced commercial professionals to flexibly enable and risk-manage these activities, including compliance with policies and undertaking evidence-based decision-support processes.

This role supports the Commercial Director, and the AIR6500 Project leadership, in performing complex activities, to meet all the commercial needs of achieving air defence capability. This role works closely with APS, ADF and contractor colleagues.

About our Team

The team supports the commercial needs of the Branch, and major Defence projects, which are key to achieving the National Defence Strategy, and are on the Integrated Investment Program. This includes conducting complex procurements and contracting activities, contract management, and commercial management of complex risks and issues. The team also works closely and collaboratively with Materiel Procurement Branch, and multiple major Defence Prime Contractors.

The Commercial team also provides ongoing value assurance via Strategic Partner and other industry performance management. As AIR6500 is a highly complex project that embodies a groundbreaking 'continuous capability delivery' model, the commercial team consists of Specialists with deep knowledge and experience that dynamically respond to organisational capability needs.

The team also looks after Australian and International Export controls compliance, however, this is not a necessary part of this role.

Our Ideal Candidate

The ideal candidate would have strongly demonstrated skills and knowledge in complex procurement and contracting for Major Capital Equipment Acquisitions and Sustainment. They

would possess hands-on commercial experience in supporting activities across the entire procurement lifecycle. The successful candidate would also be a team player, highly flexible in enabling dynamic project requirements, eager to collaborate with colleagues in a blended, diverse, and multi-disciplinary environment, and be adept at stakeholder engagement and relationship management.

They should be open to learning and feedback, and be committed to achieving the best possible capability and commercial outcomes for the IAMD Program, including to maximise Value for Money under the Commonwealth Procurement Rules. The ideal candidate should also promote and support APS & ADF up-skilling, to enable knowledge and skills transfer across the integrated workforce.

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 agency.

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To Apply

Position Contact	Monica Burford, 02 5109 8990
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=131007CC-8769-B91C-C92A-E4

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Defence

Vacancy VN-0762321

Department of Defence

Closing Date:Thursday 02 October 2025

Joint Capabilities Group
Chief of Joint Capabilities

Job Title	JCG Workgroup Management Officer - ADF Workforce
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/07046/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D86C1BBE-D451-3FC3-E455-E4203BA45261

Duties

The Role

Joint Capabilities Group (JCG) Headquarters is seeking a proactive, analytical and strategic individual to join our Workgroup Team. This role will work with the Deputy Director Workgroup to develop, manage and maintain the regular Australian Defence Force (ADF) workforce and ADF Reserve workforce across JCG.

Key responsibilities for this position are the Coordination and submission of the annual JCG ADF Reserve bids, managing the JCG ADF Reserve budget and Management of ADF (Regular and Reserve) positions across JCG.

The position role includes solving complex workforce challenges, analysing workforce data and workforce planning to meet the capability requirements for the Group.

The role requires sound workforce knowledge and data analytics to understand the impact of short and long-term workforce implications and implementing operational workforce management activities that align with strategic initiatives in emerging capabilities in Space, Cyber, and Logistics. The role works closely with JCG's Functional Commands.

This leadership role has ADF Reservist reporting to the position.

About our Team

Headquarters Joint Capability Group (JCG) provides high level support to the three star Group Head, the Chief of Joint Capabilities (CJC), by directing and coordinating Group operations across a range of functions. Headquarters JCG works closely with the Functional Command’s within JCG and with other Groups and Services within Defence to contribute to JCG and Defence wide outcomes. The JCG Workgroup Management Officer - ADF Workforce will work as an integral part of the Workgroup team and a conduit to other key stakeholders responsible in the management and administration of ADF and Reserve management.

The JCG HQ Workgroup team is a small but mighty integrated team consisting of APS and ADF Reserve members. Our team works in a high tempo and hybrid environment to accommodate the workload with flexible working arrangements. We work together to support and uplift workforce management in JCG by supporting each other and taking pride in the work we deliver.

Our Ideal Candidate

We are seeking an individual with demonstrated experience in military workforce management and planning.

You will be responsible for coordinating the ADF capability within JCG, working closely with teams across the Group to ensure that a strategic view of the workforce is aligned with the wider goals and objectives of the organisation.

The successful candidate will be recognised for their ability to build and deliver results that align with JCG and Defence objectives.

Strong analytical, organisational, and time management skills are essential in this role.

Our ideal candidate has:

The ability to manage competing priorities effectively.

- Previous experience in workforce/ HR management including ASL and AFS management.
- Proactive and able to complete high quality work with minimal supervision and occasionally, condensed time frames.
- Collegiate and team oriented attitude, seeking to better team goals.
- Strong stakeholder management and liaison skills.
- Ability to be agile and pivot with changing directions.
- Experience in project management, data management, reporting, Power BI and/or Excel DAX/ Power query although not required, is highly desired.

Eligibility
Notes

Security Clearance:

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

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

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To Apply

Position Contact	MS Cassey Amini-Yazdeli, 02 5108 4227
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D86C1BBE-D451-3FC3-E455-E4

Defence

Vacancy VN-0762322

Department of Defence

Closing Date:Monday 15 September 2025

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Battle Rhythm Synchronisation and Coordination Manager
Job Type	Full-Time, Ongoing
Location	Bungendore NSW
Salary	$120,303 - $135,701
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JOC/07203/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BF510994-6864-6A72-D80C-E420B5CBFAB1

Duties

The Role

At Headquarters Joint Operations Command (HQJOC), the most important resource is its people. The second most important resource is their time.

Key day-to-day tasks may include:

- Facilitate the HQJOC Battle Rhythm Working Group;
- Serve as secretary of various boards and meetings;
- Manage the 7-Minute Drill updates;
- Represent the Deputy Chief of Staff when required;
- Liaise closely with Joint Staff for Battle Rhythm updates;

- Integrate cyclic review and process assessment events into the HQJOC Battle Rhythm;
- Maintain/develop key documents and Instructions related to the role;
- Develop and maintain procedures to ensure HQJOC can effectively adjust its Battle Rhythm to respond to a changing strategic environment;
- Facilitate content updates on the Battle Rhythm SharePoint page;
- Maintain detailed key contact lists for boards and cross-functional events, meetings and working groups.

About our Team

This position forms part of a small tight-knit team in support of the Deputy Theatre Commander. The Deputy Theatre Commander, which is a key leadership position within Headquarters Joint Operations Command, which oversees the conduct of ADF operations. The incumbent will directly work for a military officer and their colleagues will be a mixture of Australian Defence Force, Foreign Military, Australian Public Servants and contracted personnel.

Our Ideal Candidate

Our ideal candidate:

- An influential communicator, who can cultivate productive working relationships and engage public servants, private contractors and military personnel of all ranks;
- Exemplifies personal drive and integrity with the ability to solve problems and juggle competing deadlines and tasks within a dynamic workplace;
- Displays resilience and an ability to work with an agile mindset adapting to new and changing priorities;
- Commits to action with excellent time management skills, attention to detail and with an ability to fuse complex ideas and think laterally.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	MAJ Aaron Porto, 07 3903 6963
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BF510994-6864-6A72-D80C-E42

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Defence

Vacancy VN-0762324

Department of Defence

Closing Date:Monday 15 September 2025

NAVY
Navy Capability

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$95,187 - $108,734
Future Merit Locations	Russell
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/07206/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C655B859-1444-4FFE-D23E-E4203C50E9D9

Duties

The Role

This APS 6 - Project Support Officer is a role at the forefront of capability development in a fast-paced working environment. The role requires individuals to manage day-to-day administrative activities within the directorate on behalf of the Director Future Surface Combatants as well as mentor junior APS staff. The role requires deliberate input into all directorate projects, including the Hunter Class Frigate, Future Destroyer and Large Optionally Crewed Surface Vessel and support to all Maritime Surface and Above Water projects and key stakeholder engagements across the whole defence portfolio. The Project Support Officer will provide the directorate with additional project support and management skillsets.

Key Duties include, but are not limited to:

- Defence & Capability writing.
- Management of junior APS staff.
- Liaison with Senior Military Officials.
- Administration management of the directorate.
- Finance Management.
- Risk Management.

About our Team

The Future Surface Combatants Directorate is a combination of Navy Officers, APS employees and contractors at the forefront of capability development within the Royal Australian Navy. As the sponsor to the major programs including SEA5000: Hunter Class Frigate, SEA3500: Large Optionally Crewed Surface Vessel and SEA6000: Future Destroyer, the directorate develops the requirements and manages the projects on behalf of the capability manager within Navy. Due to the highly politicised projects, this is a fast-paced working environment, with direct working relationships with Senior Military Officers, senior APS and Industry.

Our Ideal Candidate

The Ideal candidate for this role must have experience within Defence or Navy acquisition projects and/or sustainment with a good understanding the hierarchy of Capability Development within Defence. Due to the high-tempo working environment, attention to detail is key with the ability to operate in a flexible manner. The candidate must have at minimum an NV1 security clearance, with the possibility to be advanced to NV2 or higher. Experience in project support and project management within Defence is highly desirable. Some domestic travel will be expected throughout the year to support sponsor activities.

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 agency.

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To Apply

Position Contact	Joshua Mavin, 02 9537 4279
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C655B859-1444-4FFE-D23E-E42

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Defence

Vacancy VN-0762353

Department of Defence

Closing Date:Monday 15 September 2025

Capability Acquisition and Sustainment Group
Commercial

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$95,187 - $108,734
Future Merit Locations	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 6
Position Number	CASG/07232/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BA0F1D6E-4AC4-1B13-95E7-E4203EC6D63F

Duties

The Role

The APS 6 Contracting Officer involves overseeing contract operations and ensuring the delivery of outsourced logistics services, particularly focusing on innovative sourcing of Defence commodity items through a Fourth Party Logistics provider. The outsourced services managed under this position, includes the delivery of the entirety of the supply chain process, from sourcing to delivery, facilitated via a contemporary online marketplace.

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

Operating under limited direction, the position requires proficient management of contract activities, including problem-solving, stakeholder coordination, and strategic initiative implementation. Candidates with a strong grasp of commercial frameworks and supply chain processes are preferred. Exceptional communication skills are vital for fostering stakeholder relationships and enhancing contract performance and optimising supply chain efficiency. This role presents a significant opportunity to drive the optimal delivery of outsourced logistics services while upholding stringent contract requirements to meet Defence capability needs.

Our Ideal Candidate

Our ideal candidate will have the following skills:

- Strong interpersonal, organisational and communication skills with the ability to build and sustain effective working relationships with key stakeholders;
- An interest in exploring innovative approaches to support and improve business processes;
- Ability to work autonomously, and as part of a small team; and
- Demonstrated experience in supply chain management with the ability to interpret logistical data to provide reliable information to support decision making and ensure compliance to 4PL contractual terms and conditions;
- Experience in Supply Chain Management and Procurement activities within the ERP system.

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 agency.

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To Apply

Position Contact	Margot Akerman, 03 832 60480
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BA0F1D6E-4AC4-1B13-95E7-E4

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Defence

Vacancy VN-0762370

Department of Defence

Closing Date:Thursday 18 September 2025

Joint Capabilities Group
Defence Space Command

Job Title	EA to COMD Space Forces Group
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	$79,176 - $86,438
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	JCG/06499/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6613EA11-1951-5A78-F139-E431EDC09ED5

Duties

The Role

An opportunity exists for a highly motivated individual to provide executive support to Commander, Space Forces Group. With limited supervision, you will work within a team responsible for management of the office of the commander (SES 1 Star). This includes, but is not limited to, calendar management, preparation of correspondence, organising meetings, arranging travel, coordinating briefing packs and managing office systems and records using Microsoft Office, Objective and Financial Management Systems. The role will also provide administrative and operational support to other areas within Space Forces Group as required.

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.

Our Ideal Candidate

Candidates will be well organised, have the ability to manage competing priorities, work independently, as well as collaborating effectively in a fast-paced environment. You will be able to demonstrate the ability to proactively anticipate the needs of your senior executive officer as well as flexibility and resilience. You will have excellent time management skills, strong attention to detail and excel at building and maintaining stakeholder relationships. Candidates will be self-aware, with a positive attitude, demonstrating consideration and respect for a diversity of ideas and perspectives of other.

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 agency.

About the Department of Defence

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To Apply

Position Contact	LEUT Rebecca Tuckwell, 02 9537 6780
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6613EA11-1951-5A78-F139-E43

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Defence

Vacancy VN-0762386

Department of Defence

Closing Date:Wednesday 17 September 2025

Naval Shipbuilding and Sustainment Group
Naval Shipbuilding Sustainment Enterprise Headquarters

Job Title	Strategic and International Policy Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
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 5
Position Number	NSSG/07261/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=56739A71-8F3E-690C-6C3E-E42079006DFC

Duties

The Role

We are seeking a motivated and skilled individual for the role of APS 5 Strategic Policy and Communications Officer within the Continuous Naval Shipbuilding and Sustainment Branch.

This role requires an individual who enjoys working on high-profile projects and contributing to team success in a dynamic environment. In this role, you will work in a small team to support strategic issues briefing and prominent public policy development.

Key responsibilities of the role are:

- Participate as a member of the team in the development, advocacy and implementation of naval shipbuilding policies to enhance Australia’s national interests.
- Assist in the preparation of policy advice and correspondence on a range of naval shipbuilding and sustainment issues and provide editing and quality assurance checks.

- Develop materials to support briefings, senate estimates, media enquiries, presentations and other stakeholder engagement activities.
- Foster and sustain effective relationships with team members and actively participate in team work and group activities.

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 the Department Secretary for Naval Shipbuilding & Sustainment Group in their role as the Capability Manager for maritime industrial uplift.

Our Ideal Candidate

Our ideal candidate will be eager to learn and develop their skills whilst positively contributing to workplace culture. Our ideal candidate will also be able to demonstrate experience and skills within policy and/or communications along with the ability to:

- Support the preparation of briefing papers, talking points, and presentations to senior staff and the Senior Executive.
- Work in a team environment to coordinate business workflow, and respond to short-turnaround work tasks.
- Engage and collaborate with key stakeholders to achieve outcomes and facilitate cooperation.
- Consolidate and analyse information on issues relating to Defence policies.

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 agency.

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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	Courtney Fisher, 02 5108 5268
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=56739A71-8F3E-690C-6C3E-E42

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Defence

Vacancy VN-0762400

Department of Defence

Closing Date:Thursday 18 September 2025

ARMY
Special Operations Command

Job Title	Technical Specialist
Job Type	Full-Time, Ongoing
Location	Swanbourne WA
Salary	$95,187 - $108,734
Future Merit Locations	Swanbourne
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/05363/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=B8CD4C5D-4465-549D-545D-E4207A3BFF28*

Duties

The Role

This role will require the candidate to investigate technologies required for Special Forces training and operations conduct market scan and comparisons of suitable technologies to support Special Forces Capability Development. This will include specialist sensors, navigation, optical and weapon systems.

You will access and analyse a broad range of information sources, collaborate with other specialists, and use your research and engineering skills to determine the capabilities specialist systems. You will employ specialist analytical tools, methodologies, and techniques to prepare technical assessments that support Defence leadership and the development of future Australian Defence capabilities.

About our Team

The Special Air Service Capability Development Cell analyses and characterises specialty systems to ensure the Special Operations Command maintains its competitive advantage over potential threats. We work closely with international partners and members of the Science and Technology community to accomplish this. We value critical thinking, creative problem solving, and the ability to make defensible judgements using incomplete information and engineering reasoning.

Our team is small and technically focused, and provides the opportunity to become a subject matter expert on speciality equipment and weapons systems. We provide training in technical disciplines, as well as a working environment that offers a range of interesting and challenging work, flexibility to be innovative, talented colleagues, and guidance and mentoring that will help you succeed as a Specialist Technical Officer.

Our Ideal Candidate

As the ideal candidate, you will draw information from a range of sources to develop high quality technical assessments that will inform key defence decision makers. You have a professional curiosity and critical thinking skills that help you investigate and evaluate new sources of information. You recognise the strengths and limits of your own knowledge, and seek the expertise of others when required.

You understand the interests of technical intelligence customers, including Defence leadership, capability managers, and Australian Defence Force personnel. You will be able to identify significant weapons and specialty equipment technology developments and their relevance to these customers. You will be able to understand, or are willing to learn, engineering concepts

related to specialty equipment and weapons. You can communicate assessments based on these ideas to specialist and generalist audiences. You are a strong written and verbal communicator.

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	Ben Oakes, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B8CD4C5D-4465-549D-545D-E4

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Defence

Vacancy VN-0762402

Department of Defence

Closing Date:Wednesday 17 September 2025

Naval Shipbuilding and Sustainment Group
Naval Shipbuilding Sustainment Enterprise Headquarters

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Osborne SA
Salary	$120,303 - $135,701
Future Merit Locations	Brindabella Business Park, Osborne
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	NSSG/06998/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=18CD3A8B-B474-C6A5-3015-E4207A63659D

Duties

The Role

Continuous Naval Shipbuilding & Sustainment (CNSS) is looking for experienced EL1 Project Managers with extensive knowledge and experience in Project Management to join a dynamic delivery focused environment.

You will be required to:

- Exercise a considerable degree of independence; perform a leadership role and make sound decision and judgement to provide expert policy advice.
- Have an in-depth knowledge of the Project Management function and be responsible for the development, implementation, compliance and review of policies and procedure relevant to your work within that function.
- Lead a team, support and mentor team members; aligning complementary skills and allocating resources in a manner that delivers results.
- Develop and implement work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement.
- Manage the preparation of timely and high quality reports and documentation relating to project management within Defence.
- Be responsible for the management of schedule, risk, budget and resources relating to the project progress and issues in accordance with organisational requirements.

- Coordinate project activities applying project management practices and methodologies, supporting strategic planning and governance functions.
- Actively manage key stakeholder relationships, and identifying relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.

About our Team

The maritime industrial base needed for the Government’s Shipbuilding and Sustainment program, now and into the future, needs to be fit-for-purpose and appropriately resourced. The Continuous Naval Shipbuilding and Sustainment (CNSS) Branch supports DEPSEC NSS’s in their role as the Capability Manager for maritime industrial uplift via CNSS and supports the generation of the right conditions to uplift the current maritime industrial base so it can deliver on the CNSS program. We do this by coordinating the development of the CNSS Key Enablers, implementing the Industrial Cornerstone outlined in the Naval Shipbuilding and Sustainment Plan.

The CNSS Key Enablers include:

- Industry
- Workforce
- Infrastructure
- Security
- Innovation

Our Ideal Candidate

As our ideal candidate, you will play an important role in motivating and shaping the team to achieve excellence across a variety of areas in high profile, very complex projects. This will be attributed by your high standards, pursuing tasks to completion, and attention to detail. You will have to be a self-starter and motivated, with ability to generate positive behaviours in your team.

You will also have:

- A 'can-do' attitude and an ability to inspire and maintain a positive attitude towards complex problems, while using sound judgement and understanding the impacts and risks to strategic outcomes;
- Outstanding time management and organisational skills, while remaining resilient and adaptable to changing plans and priorities. You will be able to work effectively independently and provide leadership of teams;
- Excellent written and oral communication skills, and be comfortable engaging, negotiating and collaborating with a variety of stakeholders while building and maintaining strong interpersonal relationships;
- Strong analytical and research skills, and ability to interpret and apply legislation in defining business 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 agency.

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To Apply

Position Contact	Caitlin Jarosz, 0475 062 334
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=18CD3A8B-B474-C6A5-3015-E4

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Defence

Vacancy VN-0762407

Department of Defence

Closing Date:Wednesday 17 September 2025

Defence People Group
People Services and Wellbeing

Job Title	Assistant Director HR Services
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - QLD, Various locations - TAS, Various locations - VIC, Various locations - SA, Various locations - ACT, Various locations - WA, Various locations - NT, Various locations - NSW
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DPG/07284/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=534C50D6-1DE7-0C91-AD36-E4207AF8FB9F

Duties

The Role

You will be committed to providing great customer service, consistent service delivery; design, develop and deliver packages designed to build manager capability; proactively engage and communicate with stakeholders to identify, respond and provide advice in complex HR situations, and provide APS people policy and guidance.

You will collaborate with colleagues to deliver integrated, customer focused solutions. You will lead and engage a diverse team and drive performance and outcomes. You will be an excellent communicator with strong organisational and interpersonal skills. You will be a trusted HR professional to our customers and you will be passionate about building organisational capability through people.

About our Team

The National HR Services Team, within Defence People Group, provides complex HR case management across the employment lifecycle. We work with customers to provide coaching and

guidance to support the resolution of complex HR issues or concerns and provide advice and guidance on APS people policy and procedures. The Team collaborate with colleagues across the people domain and more broadly across the Enabling groups to deliver integrated, customer focused solutions. We are trusted HR professionals to our customers and passionate about building organisational capability through people.

Our Ideal Candidate

You need to be customer focused and have the ability to manage relationships with multiple parties across a variety of people issues, ranging in complexity and sensitivity. Essential to the role is proactive communication and leadership of a team responsible for day-to-day case management services and support to drive optimum and sustained outcomes. We work in a fast-paced operational environment and the ability to meet tight deadlines, while managing competing priorities is essential.

Successful applicants will have superior problem solving, time management skills, and demonstrate resilience and the ability to lead a team delivering complex HR services and support. Liaison and client responsiveness are critical features of these roles. Have leadership and team management experience and willing to be accountable for team performance and outcomes; Have a passion for, and experience in, Human Resources and a demonstrated ability to lead a customer facing team of HR professionals; will be agile, innovative and demonstrate initiative and proactive customer service.

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	Chris Lendrum, 02 6192 7807
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=534C50D6-1DE7-0C91-AD36-E4

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Defence

Vacancy VN-0762408

Department of Defence

Closing Date:Friday 12 September 2025

People Policy and Development
People Policy and Employment Conditions Directorate of Military Remuneration

Job Title	Defence Force Advocate
Job Type	Part-Time;Casual, Non-Ongoing
Location	Various locations - SA SA, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - NT NT, Various locations - WA WA
Salary	-
Future Merit Locations	Various locations - SA, Various locations - ACT, Various locations - VIC, Various locations - NSW, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - WA
Office Arrangement	Hybrid
Office Arrangement Details	Please contact the contact officer for further details
Classification	Statutory Appointment
Position Number	DFA2025
Agency Website	

Job Description

https://www.beaumontandbeaumont.com.au/11528

Duties

The Australian Defence Force (ADF) is looking to recruit to the position of the Defence Force Advocate. The Defence Force Advocate is a part-time statutory office holder appointed pursuant to section 58S of the Defence Act 1903 by the Minister for Defence, to advise the Chief of the Defence Force on matters concerning Australian Defence Force (ADF) remuneration. The Defence Force Advocate prepares submissions and represents the workplace interests of ADF members before the Defence Force Remuneration Tribunal (the Tribunal). The Tribunal's primary role is to inquire into, and determine, salaries and relevant allowances for ADF members.

In the course of performing these duties, the Defence Force Advocate is required to familiarise themselves with the various roles of ADF personnel through programmed visits in conjunction with members of the Tribunal. The Defence Force Advocate will be required to undertake some interstate travel, and participate in ADF-related activities, including travelling in Defence vehicles, aircraft and ships, and observing ADF members working in the field and at sea.

The duration of the appointment is three years with eligibility for re-appointment. Recent practice indicates an annual commitment of approximately 70 days per year, depending on the number of matters listed by the Tribunal.

The Remuneration Tribunal determines the remuneration and conditions.

The current rates are contained in Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Public Office) Determination 2025. These part-time fees do not include a superannuation component. Superannuation obligations are paid in addition to the Remuneration Tribunal rates. The current daily rate is $1,072 per day.

Eligibility
Notes

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To Apply

Position Contact	Lionel Riley, 02 6126 4500
Agency Recruitment Site	https://www.beaumontandbeaumont.com.au/11528

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Defence

Vacancy VN-0762436

Department of Defence

Closing Date:Monday 15 September 2025

Defence Digital Group
Enterprise Systems

Job Title	Digital Capability Costing Partner
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Laverton VIC, Melbourne VIC, Sydney NSW
Salary	$120,303 - $135,701
Future Merit Locations	Canberra, Laverton, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DDG/07199/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4D194B7C-2DA9-1971-C4DB-E420B4A5E423

Duties

The Role

Defence Digital Group (DDG) is building a team of Digital capability costing partners to support successful delivery of Digital Capability.

In this role, you will:

- Lead the development of robust, end-to-end program and project cost estimates, from Rough Order of Magnitude through to Tender Quality, including Total Cost of Ownership (TCO) analysis.

- Partner with ICT program and project managers to ensure costings underpin sound business cases, strategic decision-making and value-for-money outcomes.
- Support the establishment and professionalisation of cost estimation practices across Defence Digital Group, contributing to the development of a Cost Estimation Framework, common standards, and exemplars.
- Operate in a dynamic environment where strategic priorities and competing demands require you to balance accuracy, timeliness, and stakeholder expectations.

You will be supported by a chapter of other Cost Estimation professionals, including an SME Cost Estimation Chapter Lead to whom you will report. Your chapter will provide you with professional development and peer support to ensure your continual growth in the Cost Estimation career and of your general APS skills.

About our Team

The Defence Digital Group (DDG) operates to generate and sustain digital capabilities and effects in order to defend Australia and its national interests. Its vision is a secure, integrated and scalable information and communications environment able to fight and win in the digital age. As part of DDG, the Digital Capability Division and Military Systems and Enterprise Systems Divisions' plan, deliver and enhance ICT capabilities that meet Defence's needs and ensure Defence is ready to fight and win in the digital age. The Chapter Lead Cost will work alongside other Chapter Leads in the Program Management Office Branch to deliver capability within the Military and Enterprise Systems Divisions.

The Program Management Office increases productivity by:

- Building proficiency.
- Matching our resources with the right skills to the right work at the right time.
- Continually improving how we work so that outcomes are consistently delivered on time, within budget and to-scope.

We commit to providing additional professionalisation for the right candidates so you can continue to grow and develop your career. We will also provide mentorship and coaching to ensure you reach your potential.

Our Ideal Candidate

The DDG Cost Estimation Chapter is a new team, established as a result of our recent transformation program; candidates who are motivated to stand up new business units and positively engage with navigating change will thrive in this role. We are looking for high-performing professionals who can combine technical costing expertise with strong project management and leadership skills.

To be successful in this role you will demonstrate:

- Proven track record of leading costing activities for business cases and large projects in complex organisations.
- A proven track record in ICT project and program management, with strong understanding of delivery lifecycles, risks, and dependencies.
- Expert knowledge and hands-on experience in project cost estimation methodologies, tools, and models, ideally applied to ICT transformation or large-scale Defence projects.
- A commitment to the professionalisation of cost estimation, including contributing to frameworks, sharing best practice, mentoring peers, and raising the standard of costing across the organisation.
- Strong critical and analytical skills, able to assess complex information, challenge assumptions, and develop evidence-based insights that strengthen business cases and investment decisions.
- Strong strategic thinking skills, able to translate complex cost data into insights that inform executive decision-making.
- Highly developed stakeholder engagement and communication skills, with the ability to influence, build trust, manage relationships with senior leaders, delivery partners, and finance specialists.
- Demonstrated ability to navigate competing priorities, delivering high-quality outcomes within tight timeframes.
- A collaborative mindset and willingness to contribute to building a new, high-performing professional chapter in cost estimation.

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	Contact Officer, Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4D194B7C-2DA9-1971-C4DB-E4

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Defence

Vacancy VN-0762491

Department of Defence

Closing Date:Thursday 18 September 2025

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Products Logistics Integration Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/07280/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=16B2BE85-AD3D-A024-8B9A-E4317746AF02

Duties

The Role

As an APS 6 Products Logistics Integration Officer in the Directorate of Maritime Engineering and Logistics (DMEL), you will support the integration of new capabilities into the Naval Logistics Information System (NLIS). Based in Canberra, you will work with stakeholders across Defence, Navy and industry to coordinate the transition of acquisition projects into sustainment. You will play a key role in delivering system planning, technical support, and logistics implementation activities.

Your responsibilities will include:

- Coordinating NLIS integration activities and planning project implementation
- Supporting transition of new business units and logistics projects into the NLIS
- Facilitating technical workshops and meetings with stakeholders
- Providing updates and reports to the user community
- Leading data migration and business change activities
- Coordinating efforts across Defence to resolve system and data issues
- Engaging with internal and external subject matter experts

This is a dynamic and varied role that contributes directly to improved logistics outcomes and the long-term sustainability of Navy capability.

About our Team

DMEL enables the Navy to manage its fleet effectively by delivering standardised logistics and engineering solutions. We integrate people, tools, processes, and data to improve decision-making and asset performance.

As the business owner of the Naval Asset Management System, DMEL provides governance and assurance for key logistics functions within NLIS—covering configuration, maintenance, and supply support.

Our focus is on optimising asset performance, enhancing decision-making, and ensuring efficient, cost-effective fleet management. We work closely with Navy, Defence Digital Group, and industry partners to deliver consistent logistics capabilities across the organisation.

Key Functions include:

- Governance and assurance of the Naval Asset Management System
- Eliciting, prioritising and standardising user requirements
- Supporting acceptance into service, verification and validation

- Driving integration of tools, processes, and data
- Leading business change and user engagement
- Coordinating support for NLIS users across Defence

Our collaborative and forward-thinking team plays a critical role in ensuring Navy assets are seaworthy, reliable, and efficiently managed.

Our Ideal Candidate

We are seeking a confident, organised and motivated individual with experience in logistics, stakeholder engagement, and project delivery. As an APS 6 Products Logistics Integration Officer, you will work across multiple stakeholder groups to support the delivery and sustainment of NLIS capabilities.

To succeed in this role, you will bring:

- Project management skills, ideally in a logistics or technical environment
- Experience working across a product lifecycle (acquisition to sustainment to retirement)
- Strong stakeholder engagement and coordination abilities
- Ability to coordinate and manage data, tools and processes
- Broad logistics or asset management knowledge

While Defence or naval experience is not required, a willingness to learn and collaborate is essential. We will provide on-the-job support, training, and mentoring.

This role offers the opportunity to work in a dynamic environment and contribute to meaningful outcomes for Defence and Navy logistics operations.

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 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	Val Marques, 0425 306 215
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=16B2BE85-AD3D-A024-8B9A-E4

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Education

Vacancy VN-0762597

Australian Research Council

Closing Date:Thursday 18 September 2025

Executive

Job Title	Academic Directors
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Phillip ACT
Salary	-
Future Merit Locations	Phillip
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	New Position
Agency Website	www.arc.gov.au

Job Description

https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5jaWVzLzI5MTI1NjI0NzI4Mjg4OTI-MS9lZG

Could the Australian Research Council be right for you?

Academic Directors are part of the ARC leadership team and bring their inter-disciplinary, sector and research administration and management expertise to provide high-level strategic advice that supports the delivery of funding programs, policy directions and long-term initiatives. Academic Directors work collaboratively within the ARC to drive agendas set by the ARC Board and CEO.

Their role is to ensure strong relationships between the ARC, its university partners and the broader research sector. They facilitate collaboration and understanding between the research community and the ARC as a government agency. The role provides an opportunity to gain insights into the operations of government, the full capabilities of the ARC and its contributions to the research sector.

Working closely with the ARC’s public service expertise, Academic Directors play a role in ensuring ARC approaches to research funding, evaluation and other policy matters are aligned with the realities of the research environment. They provide high-quality advice, build organisational capability and contribute academic expertise to program delivery.

Our ideal candidate

The Academic Directors role sits within the Australian Public Service and candidate must exhibit impartiality, be committed, accountable, respectful, and ethical. Our ideal candidate will demonstrate well-developed leadership and management skills, as well as an ability to work as a team and deliver on the ARC Board and CEO's priorities.

A candidate must be able to demonstrate a distinguished history of accomplishment at a national and/or international level, and research leadership and management in their field.

Personal drive and integrity are essential, as is the ability to lead, contribute strategically, achieve outcomes, cultivate effective working relationships, and communicate with influence.

Suitable backgrounds include universities, private sector research leadership, and public sector research leadership.

To be a strong contender for this role you will:

• Bring academic and strategic research management expertise, and be a

• Respected researcher in either the Humanities, Arts, or Social and Behavioural Sciences; or Physical Sciences, Technology, Engineering, Mathematics or Computing domains who has experience in cross disciplinary research, or

• Experienced strategic research leader who has a deep understanding of research management.

• Articulate a positive vision and a shared sense of purpose, empowering people to succeed and have a positive impact.

• Contribute to constructive problem solving and respond to change with willingness, agility and resilience.

• Demonstrate collaboration, communication, and interpersonal skills that build relationships based on understanding, respect, and trust across different expertise, skills, perspectives and backgrounds.

• Communicate with influence and listen, understand and adapt to changing priorities and directions, fostering trust and collaboration within the ARC and between the ARC and its partners.

• Act with integrity and in a way that supports the APS Values and a culture of honesty, respect and accountability, upholding the good reputation of the ARC.

Duties

The ARC is seeking to recruit up to three Academic Directors. Academic Directors report to the Chief Executive Officer, ARC. Their main responsibilities include:

Projects and Priorities

• Lead and/or contribute to projects related to agency priorities, at the request of the CEO.

• Provide advice to the senior leadership team and broader agency on research matters, sharing insights into emerging cross-disciplinary developments, and innovative approaches to research and research administration and management.

• Act as a thematic advisor to a branch where required, including:

o Providing sector-specific advice on relevant policy, programs, ICT (especially research management systems), communication or strategic topics/projects.

o Participating in relevant governance discussions to inform prioritisation and investment.

o Attending the Strategic Leadership Group as required, to contribute to strategic discussions.

Stakeholder Engagement

• At the request of the CEO, and where relevant, represent the ARC in consultations, outreach and formal events, ensuring communications are aligned with ARC priorities and policy positions.

• Develop ARC's organisational capability in understanding and engaging with the research sector, including facilitating opportunities for ARC staff to undertake outreach and build networks within the research sector.

Program Delivery

• Work closely with ARC staff on ARC grant programs, including:

o Ensuring appropriate academic expertise underpins ARC peer review. This includes supporting recruitment and operation of the College of Experts, providing recommendations for SAC membership, and assignment of assessors as required.

o Providing input on complex technical pre- and post-award matters, including eligibility, assessment and reporting.

o Collaborating to identify and implement process improvements that align with operational priorities and goals and uphold requirements of the ARC Act and Commonwealth Grant Rules and Principles.

Other duties

• The CEO may request Academic Directors undertake other duties aligned to their role and expertise as required.

Eligibility

• PhD or equivalent qualifications

• Must be an Australian citizen

• Undergo pre-employment screening

• Commonwealth security clearance to Baseline level

Notes

About the Australian Research Council

The ARC is a non-corporate Commonwealth entity established under the Australian Research Council Act 2001 (ARC Act), located within the Australian Government's Education portfolio, and reporting 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 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, supporting research integrity and promoting ethical research, evaluating the excellence, impact and depth of Australian research and expanding Indigenous Australian knowledge systems. It also facilitates partnerships between researchers and industry, government, community organisations and the international community.

To Apply

Position Contact	Alastair McEwan, 0461 482 823
Agency Recruitment Site	https://candidate.aurion.cloud/arescoun/production/redirect/to/dmFjYW5j

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Education

Vacancy VN-0762596

Department of Education

Closing Date:Thursday 18 September 2025

Job Title	Assistant Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Adelaide SA, Newcastle NSW
Salary	$125,220 - $138,394
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	25/0473
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://www.education.gov.au/about-department/work-us

Joining the Early Childhood and Youth Group at the Department of Education is an opportunity to work in a dynamic priority area of Government, delivering excellence in the development of program delivery and management and improving policies across government that affect young people. We have an exciting opportunity to join our team at the Assistant Director (EL1 level) to contribute to the delivery of the Early Childhood Education and Care Worker Retention Payment (ECEC WRP) grant program.

The ECEC WRP grant program is delivering a real wage increase for the ECEC workforce. Through this program, you will deliver real outcomes for workers who support and care for the children in our community.

In this role, you will have the opportunity to demonstrate leadership and be solutions focused. We operate in a dynamic environment, with a provider-oriented focus to support the sector and its workforce. The teams in our branch work collaboratively across the breadth of the program – through assessing grant applications, engaging with external stakeholders, managing grantees' compliance, or developing the systems and infrastructure to support the program – to deliver on this key government priority.

Duties

As an Assistant Director, your responsibilities will include the following:

- Lead geographically dispersed teams to assess ECEC WRP grant applications, driving performance, resolving operational challenges, and ensuring accurate outcomes and adherence to the Grant Opportunity Guidelines and Commonwealth Grants Rules and Principles.
- Drive process consistency and cross-team collaboration to optimise program operation and ensure integrated delivery. Engaging with the geographically dispersed leadership team to identify performance improvements to build a capable and engaged team.
- Effectively engage with internal and external stakeholders, including grant applicants and sector representative bodies, to influence understanding of outcomes, promote key program changes, and support grant processes. Build strong networks to enable effective delivery of departmental priorities.
- Prepare high-quality advice and briefings for senior executives on program performance, risk management and mitigation, and strategic program priorities. Supporting informed decision-making and driving continuous improvement.
- Exercise sound judgement in the interpretation and application of regulatory frameworks, and government policy to ensure compliance, consistency, and integrity in decision-making and program delivery.
- Identifying emerging opportunities and issues, respond decisively to competing and shifting priorities, and lead the team through change by communicating purpose and business direction with clarity and influence.
- Developing and collaborating with your Team Leads (direct reports) to ensure your team is high performing, capable, responsive, and able to deliver exceptional service to achieve branch outcomes.

Eligibility

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

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

Notes

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

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	Jess Phelan, 02 6659 7620
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0762524

National Gallery of Australia

Closing Date:Sunday 14 September 2025

Directorate

Job Title	Portfolio Coordinator
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$80,349 - $89,137
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On Site position, may apply to work from home
Classification	APS Level 5
Position Number	2018
Agency Website	https://nga.gov.au

These roles are the engine room of the Portfolio/s. Supporting a key Senior Management Group member (or members), the role performs a range of administrative, planning, reporting, recruitment and project tasks that are required for the Portfolios to operate in a compliant, efficient and effective way and positively contribute to the work of the Gallery and its culture.

This position is an ongoing full-time role with the National Gallery. Candidates will gain from the experience:

- Exposure to senior leaders
- Engagement with the rich diversity of teams and functions across both Portfolios
- Insight into the strategic and operational context of the National Gallery
- Insight into the obligations of the National Gallery, as a Corporate Commonwealth Entity (CCE)
- A close working relationship with other team members in like roles.

Duties

In accordance with the APS 5 work level standards, you will:

- Provide professional support to an SMG member/s and their Portfolio/s teams through:
  - Coordination of Portfolio papers and reports for internal and external stakeholders
  - Coordination of Portfolio deliverables against Action Plans
  - Managing travel arrangements for the Portfolios
  - Supporting Portfolio communication, engagement and culture activities
  - Supporting recruitment, onboarding and induction actions for the Portfolios
  - Secretariat support (as required)
- Liaise with the SMG member/s on issues relating to the delivery of special projects and administration of the two portfolios.
- Build strong working relationships and rapport with key stakeholders and represent the National Gallery with professionalism and integrity.
- Develop and deliver highly efficient processes in support of the objectives, priorities and deadlines of the SMG member/s and Portfolios, applying initiative and problem-solving skills.
- Exercise sound professional judgement and use a common-sense approach when dealing with issues, problems, confidential and sensitive matters, ensuring diplomacy and discretion.
- Work closely with your colleagues or to ensure a coordinated approach to supporting the Senior Management Group as a whole.
- Provide other high-level executive support and duties as required.

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.

Role specific mandatory qualifications certification and/or registrations include:

- Relevant tertiary qualifications in Business, Communication, Information Management or other relevant discipline OR equivalent experience is desirable.

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 may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

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	Mary Fisher, +61 2 6240 6747
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/redirect/to/dmFjYW5jaW

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Education

Vacancy VN-0762610

National Gallery of Australia

Closing Date:Sunday 21 September 2025

Building Services and Infrastructure
Facilities Management

Job Title	Horticulturist
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$80,349 - $89,137
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On Site position
Classification	APS Level 5
Position Number	7331
Agency Website	https://nga.gov.au

Job Description

https://candidate.aurion.cloud/natgal/production/redirect/to/dmFjYW5jaWVzLzI5MTI1NjI0MTAzNTk3OTI-MS9lZGl0

The National Sculpture Garden is a Commonwealth Heritage Listed public landscape that is undergoing a period of restoration and transformative change. The Landscape team are overseeing an uplift in the daily operation, care and presentation of the National Sculpture Garden while working closely with the Capital Works team to deliver a generational $60 million program of landscape-related works.

The Horticulturist will work closely with the Landscape Manager across this range of operational and project-based responsibilities. This position is located in Parkes, ACT within the Building Services and Infrastructure Portfolio which encompasses the Building Services, Security, Landscape and Capital Works teams.

The Horticulturist will play an active role in the day-to-day operation of the Sculpture Gardens which will include supervision of contractors, ongoing observation and problem solving of landscape issues, monitoring of potential safety issues and heritage impacts, with a constant eye for the presentation of the landscape to the public.

This position will also support the internal National Sculpture Garden Design Team by providing horticultural expertise, operational impact planning, and the planning, procuring and execution of a wide range of projects. These projects will encompass a suite of initiatives that are defined by the Capital Works program, the Strategic Asset Management Plan, the Environmental Sustainability Action Plan (ESAP), and general landscape improvements.

Occasional after hours or weekend work may be required to support emergency maintenance activities, public events or other requirements. This is a full-time, non-ongoing employment opportunity which may become ongoing.

Duties

In accordance with the APS 5 work level standards you will:

- Develop plans and objectives for short-term tasks of the National Gallery grounds and contribute to strategic planning for longer-term initiatives such as the National Sculpture Garden Project and the Environmental Sustainability Action Plan.
- Daily inspection of landscape to ensure overall presentation and condition of grounds and gardens meets standards and quality expectations of the National Gallery
- Understanding of garden care, tree care, turf management, pest and disease management and planting – particularly in the context of a native garden
- Understanding and/or ability to gain understanding of irrigation system operation and maintenance
- Take accountability for organising personal workflows and making independent decisions relating to an area of responsibility.
- Work independently or under limited guidance in relation to horticultural decision making. Complex or difficult issues are discussed with team leaders or experts.
- Require awareness of changes in the broader National Gallery work environment that may impact on work objectives.
- Liaise with internal and external stakeholders on policy, project or operational issues.
- Co-ordinate and participate in contract management including developing scope, managing tendering processes and monitoring contract performance. Assist in contract management and administration.
- Undertake and manage moderately complex projects under the direction of higher classification levels
- Ability to work outside for long periods of time in unfavourable conditions; perform manual labour requiring walking, lifting, reaching, stooping, pushing, pulling and carrying
- Proficient using Microsoft Office

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.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Cert III or higher qualifications in Horticulture
- Valid driver's licence

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 may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

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	Benjamin Taylor, +61 2 6240 6571
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/redirect/to/dmFjYW5jaW

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Environment and Energy

Vacancy VN-0762354

Clean Energy Regulator

Closing Date:Sunday 14 September 2025

Corporate
Corporate Finance

Job Title	Financial Accountant - Finance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,905 - $112,596
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	APS Level 6
Position Number	CER 083/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

https://cer.gov.au/careers

About the Branch

The Corporate Branch is responsible for delivering enabling services that support the effective and efficient operation of the agency and facilitates the agency's compliance with legislation, policies and guidelines as a non-corporate Commonwealth entity.

The Branch supports efficient resource management and corporate accountability through functions such as financial management, performance reporting, parliamentary services, procurement, facilities management and human resource management.

The branch also complements the scheme-focus of other agency divisions by facilitating strategic communications and client engagement through the agency's website and contact centre.

About the Section

The Finance Section is led by the Chief Financial Officer, who reports directly to the Chief Operations Officer, Corporate Branch.

The section partners with the business to support efficient and effective procurement processes, manage internal and external budgetary requirements, deliver flexible, agile and relevant financial information and advice to stakeholders, and provides products and services including budget management, external budgeting, financial statements, external reporting, monthly reporting, accounts processing, and treasury advice.

The priorities of the section actively support the objectives of the 2024-28 Corporate Plan including:

- A trusted, relevant and expert institution
- Efficient and effective administration.

The section offers a fun and supportive environment, with flexible working arrangements (in accordance with an approved Home-Based Work Application Form).

Duties

The Finance Reporting Team is responsible for the financial reporting of the CER including financial statements, monthly financial reporting to Department of Finance, internal financial control, asset management, and ensuring compliance with Accountable Authority Instructions and financial delegations.

The position sits within a small team delivering financial activities. The team is committed to providing professional and client focused services to our staff and external stakeholders.

The APS Level 6 Financial Accountant is accountable under general direction to undertake complex finance related activities and tasks within established procedures and guidance.

Under limited direction, the **APS Level 6 Financial Accountant** will be responsible for, but not limited to:

- Produce and prepare monthly and annual financial statements in accordance with the Accounting Standards, the Public Governance and Accountability Act 2013 (PGPA Act) and other guidance as disseminated by the Department of Finance under direction of Financial Reporting Assistant Manager. This includes entering of monthly and annual statements to the Department of Finance via the Central Budget Management System.
- Manage coordination of monthly tasks including preparation and entering of journals and account reconciliations and reports.
- Maintain the agency's asset register including capitalisation, disposals, depreciation processing and annual stocktake.
- Provide expert advice and support across the organisation on asset management practices, promoting sound financial stewardship and compliance with relevant frameworks.
- Prepare debt management reports for the CFO and the agency's Executive as requested.
- Assisting with technical advice including the preparation of accounting position paper and financial reports for the Chief Financial Officer, senior management and audit committee meetings.
- Coordinate and assist with audit requests from the ANAO and internal auditors, ensuring timely and accurate provision of information.
- Contribution to relevant financial policies, guidelines and practices ensuring compliance with relevant legislation.
- Undertake other financial administrative tasks as directed including Taxation, Banking and other reporting requests.

Qualifications/Experience

The ideal candidate will demonstrate:

- A minimum of 3 years' experience in government accounting is essential.
- Strong coordination and organisational skills to manage financial reporting tasks effectively.
- Excellent stakeholder engagement skills with ability to engage confidently with internal and external stakeholders.

- Proven technical capability in financial reporting, asset management, and compliance with financial frameworks.
- Sound judgement and analytical thinking, with a focus on improving and streamlining business processes.
- CA or CPA qualification (or currently working towards one) is highly desirable.
- Prior experience using TechOne financial systems is highly regarded.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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 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	Katherine Goold, 02 6159 3529
Agency Recruitment Site	https://cer.gov.au/careers

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Environment and Energy

Vacancy VN-0762376

Clean Energy Regulator

Closing Date:Sunday 14 September 2025

Scheme Operations
National Greenhouse and Energy Reporting and Safeguard Product Guarantee of Origin

Job Title	Senior Regulatory Officer - Product Guarantee of Origin
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,905 - $112,596
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation
Classification	APS Level 6
Position Number	CER 082/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

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

About the Branch

The branch administers the National Greenhouse and Energy Reporting scheme, the Safeguard Mechanism and will administer the Product Guarantee of Origin scheme when it commences in the second half of 2025.

The branch aims to:

- ensure the efficient and effective administration of our schemes while working collaboratively across the agency to maximise the benefits of the new structure.
- implement continuous improvements to our guidance, advice, information and systems and processes to reduce regulatory burden and administrative cost.
- ensure compliance with scheme requirements by taking a risk-based approach to:
    - encouraging voluntary compliance, and
    - strengthening our response to non-compliance.
- ensure greenhouse and energy data is accurate and accessible and meets data users' needs
- build and maintain an agile, capable, engaged and accountable workforce.

The branch is comprised of 5 sections, each with their own section business plans that demonstrate how they will contribute to divisional and branch priorities:

- National Greenhouse and Energy Reporting Obligation Management
- National Greenhouse and Energy Reporting Report Assessment and Publication
- Safeguard Mechanism
- Carbon Exchange & Unit and Certificate Register
- Product Guarantee of Origin

About the Section

The Product Guarantee of Origin Section is responsible for establishing and administering the Product Guarantee of Origin, which will commence in the second half of 2025.

The Product Guarantee of Origin (Product GO) is a key component of the Australian Government's Guarantee of Origin (GO) scheme—a voluntary emissions accounting and verification framework designed to support Australia's transition to a low-emissions economy.

Product Guarantee of Origin certificates are a central feature of the Australian Government's Guarantee of Origin scheme. These digital certificates provide transparent, verifiable information about the origin and emissions profile of a product throughout its lifecycle—from production to transport and storage.

Initially focused on hydrogen production, the Product GO framework will expand to include other low-emissions products such as green metals, renewable gases, and low-carbon liquid fuels. Product GO certification will also underpin eligibility for government initiatives, including the Hydrogen HeadStart program, the Hydrogen Production Tax Incentive, and the Green Aluminium Production Credit.

Duties

Under broad direction, the Senior Regulatory Officer will:

- Apply comprehensive work knowledge of policy, procedures and guidelines involving the Product Guarantee of Origin (Product GO) scheme to support agency operations and decision-making.
- Support the development of scheme guidance materials and web content to promote participation and ensure compliance with the Product GO program.
- Contribute to the development and implementation of operational policy and procedures, ensuring alignment with Product GO intent.
- Conduct and review complex Product GO assessments.
- Build and manage productive stakeholder relationships to support the achievement of team and agency objectives.
- Prepare high-quality presentations, briefing materials, and correspondence to support stakeholder engagement and program communication.
- Manage risk in internal processes, investigate anomalies, and compile reports on findings on audited documentation ensuring compliance with legislative and police frameworks in relation to Product GO.
- Propose and facilitate innovation initiatives, contribute to business improvement strategies, assist with IT streamlining processes and change in workplace practices to support the successful implementation and operation of the Product GO scheme.
- Participate in the supervision of team members performing regulatory roles as required.
- Undertake additional tasks as required to support the successful implementation and operation of the Product GO scheme.

Qualifications/Experience

Relevant tertiary qualifications (i.e. engineering, environmental science, chemistry) and experience in a regulatory environment are highly desirable, but not essential.

Eligibility
Notes

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Anith Abraham, 02 6159 3945
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Finance

Vacancy VN-0762458

Digital Transformation Agency (DTA)

Closing Date:Wednesday 17 September 2025

Digital Strategy, Planning and Performance
Australian Government Architecture and Policy Digital Experience, Digital Policy

Job Title	Senior Policy Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Various locations - WA WA, Canberra ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA, Various locations - TAS TAS, Various locations - NT NT
Salary	$95,804 - $112,517
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	171_08/25
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

The DTA is seeking to fill multiple APS 6 Senior Policy Officer positions across the Australian Government Architecture and Policy branch. This branch provides strategic policy advice and leadership on whole-of-government and shared ICT investments, digital service delivery, and the use of new and emerging technologies.

Please note: This role may require interstate travel from time to time.

Key duties:

- Lead research and analysis to inform policy design and implementation.
- Provide clear, evidence-based advice and monitor emerging trends.
- Build and maintain strategic relationships across government, industry, and community.
- Lead consultations and represent the department in interagency forums.
- Interpret complex data to support strategic decisions, oversee data collection and report to extract actionable insights.
- Identify risks, monitor progress, and contribute to the successful delivery of policy initiatives.
- Prepare high-quality briefs, reports, and submissions.
- Deliver clear and tailored communications to support decision-making.
- Ensure policy work aligns with legislative frameworks and supports departmental accountability.
- Coordinate operational tasks including inbox management, dashboards, and project documentation.
- Mentor junior staff and contribute to a positive, inclusive, and innovative team culture.

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 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	Alanna Wallace, 0413 359 996
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Finance

Vacancy VN-0762581

Independent Parliamentary Expenses Authority

Closing Date:Wednesday 17 September 2025

Job Title	Travel Administration Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$69,444 - $80,105
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	Working from home arrangements available
Classification	APS Level 3
Position Number	TBC
Agency Website	https://www.ipea.gov.au/about-ipea

Job Description

https://www.ipea.gov.au/about-ipea/employment

About you

As a Travel Administration Officer, you will work productively and collaboratively within a small team to achieve key performance measures and meet tight deadlines while maintaining a high level of accuracy.

You will have strong organisational and time management skills to prioritise your work and follow established operating procedures in a fast-paced environment. This is a position of trust, and you must have a strong understanding of sensitives involved in providing services to high profile clients, as well as collecting, storing and using information of a sensitive and complex nature.

Travel Expenses and Contracts Branch

Administers domestic and international travel related expenses, including airfares and car transport, for parliamentarians and their staff so that they can successfully undertake their parliamentary business in accordance with the legislative framework.

Client Services Branch

Provides personal travel advice and administers a high volume of travel allowance claims for parliamentarians and their staff. Develops and implements education programs and materials to deliver high standard educational sessions to clients and stakeholders both face-to face and virtually.

The APS Work Level Standards provide five key characteristics about the broad job requirements and operating context for each classification level. IPEA are seeking candidates who possess the

following job specific skills:

- Leadership and accountability
- Management diversity and span
- Stakeholder management
- Job context and environment
- Independence and decision-making

For further information regarding these key characteristics review the candidate information pack on the Independent Parliamentary Expenses Authority website

Duties

- providing administrative support related to the processing of travel expenses and travel claims
- work productively and collaboratively within a small team to achieve key performance indicators or measures
- capability to meet tight deadlines while maintaining a high level of accuracy
- a self-starter who can prioritise their work and follow established operating procedures
- build and maintain productive working relationships with internal and external clients/stakeholders, and
- ability to proficiently use, and learn to use, a range of IT systems, including expense management and human resource systems

Eligibility

This is a designated security assessed position. The successful applicant will be required to have or obtain and maintain a security assessment at the Baseline level.

Notes

Application

Your application should include

- A 750-word pitch with clear examples of how you meet the key responsibilities as well as the characteristics outlined in the ‘our ideal candidate’ section
- A resume of no more than three (3) pages
- Personal Particulars form

You will be assessed against how your work-related qualities (skills, capabilities, personal qualities, experience and qualifications) align with the Australian Public Service Work Level Standards and key responsibilities for this role. Detailed information on the work level standards can be found here.

Consideration should also be given to the APS Code of Conduct and the APS Values which can be found on the Australian Public Service Commission website here.

Written referee reports may be requested if you are shortlisted to interview stage.

Submission

Your completed Personal Particulars Form, found on the how to apply section on the IPEA website along with your pitch and resume should be email to: **ipearecruit@ipea.gov.au**.

Please ensure you include the contact details of two referees as part of your Personal Particulars Form.

If you have trouble submitting your application, please contact IPEA’s Recruitment Team at: **ipearecruit@ipea.gov.au** or on **(02) 6215 3470**.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the Independent Parliamentary Expenses Authority

The Independent Parliamentary Expenses Authority's (IPEA) roles and functions reflect those prescribed in the Independent Parliamentary Expenses Authority Act 2017 and include: • providing advice to parliamentarians and their staff on travel expenses, allowances, and related expenses • administering travel expenses, allowances, and related expenses, including processing these claims • reporting on work expense claims • auditing work expense claims

To Apply

Position Contact	Katrina Collins, 02 6215 1736
Agency Recruitment Site	https://www.ipea.gov.au/about-ipea/employment

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Foreign Affairs and Trade

Vacancy VN-0762441

Austrade

Closing Date:Sunday 14 September 2025

Trade and Investment
Trade Green Economy and Agrifood

Job Title	Global Engagement Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$117,157 - $131,786
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	5922
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 trade promotion and investment attraction globally.

Our client-focused Global Engagement Managers (GEMs) work with Austrade's offshore network across 50+ markets and external partners to promote Australia's agriculture and food internationally and help Australian businesses expand internationally. GEMs manage their key accounts by ensuring the services and advice their clients receive are professional, deliver value and help them achieve their international business objectives.

We are seeking an individual with a successful track record working in the agrifood sector. Experience working in the wine and/or beverages sector internationally would be highly regarded. Suitable applicants should understand the value proposition represented by Australia's food and beverage offering and a sound understanding of the needs of Australian businesses seeking to expand internationally, including market entry and growth models.

Duties

- Work with experts across Austrade and its partners to identify, target and assess the market expansion needs of exporters in the food and beverages sector;

- Provide strategic advice and drive outcomes for clients by:
  - Creating action plans with client, outlining how we will support their overseas expansion efforts;
  - Ensuring the delivery of the client action plans using Austrade's service level standards and policies;
  - Establishing and maintaining global networks and relationships;
  - Managing relationships with key government and industry stakeholders including peak bodies;
  - Using partnerships to strengthen the team and maintain and share sector knowledge;
  - Anticipating and responding to client needs and challenges, escalating where required;
  - Maintaining detailed client records in our CRM system and other software as relevant;
  - Contributing to the improvement of Austrade's digital services;
  - Monitoring client needs and encouraging improvements and innovation across all services;
- Work with the Senior GEMs and other GEMs and colleagues on and offshore in the AgriFood network and Trade division to deliver on our trade strategy;
- Represent Australia and Austrade at both corporate and government settings;
- Understand the government priorities and policy settings relating to the Food and Beverages sector, providing relevant insights and advice;
- Demonstrate excellent written and oral communication skills;
- Demonstrate client engagement, commercial acumen and consultative selling skills; and
- Clearly describe Austrade's service and value proposition to clients and partners.

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.

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 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	Patrick Kearins, +61 8 8202 7800
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0762575

Austrade

Closing Date:Sunday 21 September 2025

Corporate Services
Global Corporate Operations

Job Title	Corporate Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$79,435 - $86,320
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	APS Level 4
Position Number	5932
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is looking for confident, customer-focused and positive individuals to join the Global Corporate Operations branch, with work across Corporate Services Support, Property and Security teams. The GCO branch delivers advice and high-quality corporate services support to Austrade employees across the global network.

You will be responsible for enhancing the employee experience, through resolving employee enquiries and fostering positive relationships within Austrade. You will answer phone, email, and direct contact requests from employees who seek assistance with operational, personal, and business guidance.

Your working hours will be between 8am and 6pm AEST, Monday to Friday. You will need to be available for a 7.5hr shift on a rotating roster and be flexible and willing to provide coverage as required.

Duties

DUTIES INCLUDE:

- Answering phone calls, emails and responding to employee enquiries
- Acting as the first point of contact for corporate enquiries
- Collaborating with and assigning requests to other subject matter experts for resolution
- Performing basic administration and systems tasks
- Documenting and following procedures and processes
- Writing and developing internal communication and marketing material for internal websites and communication activities
- Collaborating across other branches of Austrade to achieve positive solutions and outcomes for our employees
- Actively following Austrade corporate policies and practices whilst maintaining accuracy of information in all business systems and databases

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 agency.

About the Austrade

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To Apply

Position Contact	James Octaviano, +61 (2) 6201 7572
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0762580

Austrade

Closing Date:Thursday 18 September 2025

Office of The CEO
Strategy

Job Title	Senior Adviser, Strategy and Performance
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$117,157 - $131,786
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	5907
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

An ongoing opportunity is available in Austrade's Strategy and Performance Team as a Senior Adviser. As part of the team, you will play an important role in helping shape Austrade's strategy at an organisational, sectoral and regional level. You will also contribute to establishing and monitoring Austrade's performance.

Duties

Working closely with the Head of Strategy and Performance and the team managers, you will:

- Lead strategic projects, requiring consideration of complex organisational challenges and the ability to recommend changes based on evidence. Examples of recent projects include:
  - prioritising export markets to inform Austrade's trade activities
  - identifying key medium to long term export opportunities to grow Australia's exports
  - supporting programs of work to grow Australia's exports and attract foreign direct investment
- Lead or support the development of corporate publications, including the Portfolio Budget Statement, Corporate Plan and Annual Report.
- Set future priorities for Austrade in consultation with the Head of Strategy and Performance and Austrade's senior executive team.
- Provide clear, strategic and practical advice and briefings to Austrade's executive committees and other stakeholders using advanced Word, PowerPoint and Excel capability.
- Build effective relationships with senior government and external stakeholders, including by representing the team at forums, such as on internal committees, as well as at external events.

- Capture and evaluate key Austrade performance metrics across the organisation to measure Austrade's value-add and other reporting 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.

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 agency.

About the Austrade

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To Apply

Position Contact	Amelia Horvat, +61 (7) 3364 7740
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0762295

Aged Care Quality and Safety Commission

Closing Date:Sunday 14 September 2025

Regulatory Operations Division
Registrar Quality Assurance, Systems and Process

Job Title	Senior Process Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	$96,503 - $108,869
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 work arrangements can be negotiated
Classification	APS Level 6
Position Number	718_08/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

The Quality Assurance, Systems and Process team plays a critical role in supporting the Regulatory Operations Division (ROD) by undertaking quality assurance activities of ROD functions and providing recommendations for improvements to policies, processes, systems and training. The team also prepares and maintains process documents and is responsible for providing division-specific system support and managing ROD system improvement requirements and data integrity.

The position will be responsible for the development, implementation and maintenance of operational process documents, including incorporating quality assurance review findings into these documents. This work aims to support ROD to regulate effectively and implement strategies that enhance the efficiency and effectiveness of provider registration, audit, compliance and enforcement activities. The role requires a proactive approach to continuously evaluating the practices and procedures within ROD.

Duties

- Develop, review and continuously improve ROD's operational process documents to ensure compliance with legislative, financial and administrative frameworks.

- Contribute to the development and review of Commission-wide policies and resources, providing high-quality input that incorporates operational insights, legislative understanding and stakeholder perspectives.
- Maintain various ROD registers (e.g. legal advice register, policy document register), ensuring accuracy, accessibility and compliance with recordkeeping and governance standards.
- Develop subject matter expertise and interpret relevant legislation, providing analysis, insights and guidance on their implications for ROD operations, and contribute to the development of processes that support compliance and mitigate risk.
- Respond to ad-hoc requests for process-related information and resources, exercising sound judgement, effective prioritisation and discretion to ensure timely and appropriate outcomes that meet operational and strategic needs.
- Communicate effectively with internal stakeholders to foster collaboration, promote teamwork, advance ROD initiatives and support cross-functional coordination.
- Identify opportunities for innovative ways of working, evaluating and implementing improvements that enhance operational efficiency, clarity and quality of work.
- Contribute to change planning, guide process implementation and assist colleagues to adapt to evolving priorities and ways of working or change management activities.
- Manage workflow and priorities independently subject to limited direction, maintaining accurate records and timely delivery of high-quality work outputs.
- Actively participate in the Commission’s performance and development framework activities, engaging with relevant policies, identifying and pursuing professional development opportunities and supporting peers in their growth and capability uplift.

Eligibility

- Advanced written communication skills with the ability to adapt content for various audiences and proven experience in writing and maintaining high-quality policy and procedural documents is preferred.
- Ability to develop and improve operational process documents and to identify opportunities to enhance the delivery of regulatory activities.
- Strong attention to detail with proven ability to identify inconsistencies or potential errors in information and process flows.
- Demonstrated ability to apply sound judgement, establish priorities, triage tasks and work independently with high accountability to deliver quality outcomes within deadlines in dynamic environment.
- Ability to conduct legislative research and clearly explain how legislation applies in an operational context.
- Strong analytical and problem-solving skills with the ability to provide strategic guidance aligned with team, ROD and Commission goals
- Demonstrated strong interpersonal and communication skills with the ability to build and maintain collaborative relationships with stakeholders.
- Proven ability to persuade, negotiate and influence effectively.
- Understanding, or the ability to quickly develop a strong understanding, of the Commission’s operational environment.
- Ability to self-reflect, identify opportunities for professional growth and continuously improve your own performance, and be able to lead others to do the same.
- Proficient in the Microsoft Office suite, requiring limited guidance, to support effective documentation and communication across teams.

Notes

In addition to the above key capabilities, to be eligible for this position you must:

- Be an Australian citizen. For more information, please visit www.apsc.gov.au/citizenship-aps
- satisfy a National Coordinated Criminal History Check
- satisfy a pre-existing medical condition declaration

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Bronwen Luck, Email
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0762369

Australian Digital Health Agency

Closing Date:Sunday 14 September 2025

Corporate Services Division
Transformation Office

Job Title	Senior Business Analyst, Regulatory Transformation
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$120,486 - $137,417
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	Executive Level 1
Position Number	0465_07/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

When you join the Corporate Services Division, you become part of a team that is committed to delivering high-quality enabling services. Our pursuit of excellence in areas such as Finance, Legal, Communications, HR and Governance plays a crucial role in supporting the Agency's overall mission. Your skills and expertise can contribute significantly to this mission, enhancing our operations and ultimately supporting the pursuit of excellence in digital health.

In this position, you will play a pivotal role in examining and enhancing the Agency's approach to regulatory-related processes, ensuring best practice, transparency, and operational effectiveness. Working closely with a Project Manager and key stakeholders, you will analyse current processes, systems, and functions within the Agency that contribute to broader regulatory outcomes. Your insights will help shape a fit-for-purpose future state, supporting national digital health initiatives.

Duties

This role sits within the Transformation Office and requires strong collaboration with subject matter experts— including Legal, Policy, Governance, and various teams—each of whom brings valuable perspectives on compliance and regulatory matters. You will work alongside project and change managers to support the successful delivery of reform initiatives. The role requires expertise in Commonwealth regulatory frameworks and the ability to navigate complex organisational environments.

To be successful in this role, you have:

- Demonstrated experience managing, overseeing or advising on regulatory functions within a Commonwealth Government agency.
- Strong knowledge of Australian regulatory frameworks, including the PGPA Act, Regulator Performance Guide, Regulatory Policy, Practice & Performance Framework, and administrative review processes.
- Proven ability to assess and map regulatory functions, roles, processes and systems.

Eligibility

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

Notes

Our Benefits

- Ask us about our 2025-26 **salary increases**, annual performance reviews and **superannuation** employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- **Annual Christmas closedown**– with no leave deduction!
- Our **Wellbeing Sessions** & **Employee Assistance Program** will give you the best opportunity to balance work and life
- **Work From Home** & **Attractive Flexible Working Arrangements:** All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter of no more than 2 pages. Please note this opportunity is for an initial fixed term of 6 months.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Alex Boardman at alexander.boardman@digitalhealth.gov.au.

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

Salary: This role offers between $120,486 - $137,417 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Alex Boardman, (02) 8298 2185
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0762426

Australian Digital Health Agency

Closing Date:Sunday 14 September 2025

Technology Services
Technology Operations Enterprise Operations

Job Title	Availability and Continuity Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	$120,486 - $137,417
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	Executive Level 1
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digitally enabling Australia's health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

Duties

About the Role

The Availability and Continuity manager is a crucial role in the Technology Operations Branch and is accountable for the Service Integration and Management (SIAM) practice of Availability and IT Continuity management for Agency's products and systems including My Health Record and API Gateway.

The Availability and Continuity Manager will be the process owner with responsibility for developing and managing all policies, processes and procedures for Availability and IT Continuity management.

• Experienced in reporting, analysing and performance managing Availability and Continuity. Including experience in reviewing information in conjunction with Service Level Agreements to identify, manage and resolve issues.

• Your previous roles include the investigation of breaches of Availability targets and leading improvement initiatives.

• You will plan, undertake and report on Disaster Recovery and Continuity exercises. Identify and lead improvement initiatives.

• You will provide advice and guidance on the planning, design and improvement of system and service availability.

• Works with other process owners to ensure there is an integrated approach to design and implementation of capacity management, availability management and IT service continuity management.

What You'll Bring

• IT Service Operations v4 (e.g. ITIL v4) is essential.

• Graduate Degree in Information Technology and/or Business (desirable).

• 5 – 7 years relevant experience in IT Infrastructure Availability / Continuity or Incident Management.

• Experience in Azure, Dynatrace and AWS. (desirable)

• Process Design (especially Lean and Kanban)

• Service Integration and Management (SIAM) (desirable)

Eligibility

Eligibility

• Ability to obtain and maintain national police check.

• Australian Citizenship is a condition of eligibility.

• Ability to obtain and maintain a baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Our Benefits

• 2026 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.

• Salary packaging (also known as salary sacrifice) is available.

• Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life

• Work From Home & Attractive Flexible Working Arrangements

• Collaborative workspaces with new technology available within central locations.

• Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence.

• (EL1&2 ONLY) TOIL: in lieu of reasonable hours worked is offered also to EL staff

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Omar Razi at omar.razi@digitalhealth.gov.au.

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

Closing Date: 14 September 2025, 11:00pm

Salary: This role offers between $120,486 - $137,417 plus 15.4% superannuation depending on skills and experience.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Talent Acquisition Team, adharecruitment@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0762456

Australian Digital Health Agency

Closing Date:Monday 15 September 2025

Corporate Services Division
Governance Branch

Job Title	Assistant Director, Governance Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$120,486 - $137,417
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	Executive Level 1
Position Number	0524_08/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

When you join the Corporate Services Division, you become part of a team that is committed to delivering high-quality enabling services. Our pursuit of excellence in areas such as Finance, Legal, Communications, HR and Governance plays a crucial role in supporting the Agency's overall mission. Your skills and expertise can contribute significantly to this mission, enhancing our operations and ultimately supporting the pursuit of excellence in digital health.

The EL1 Assistant Director is accountable, under broad direction, to undertake complex or sensitive work relating to risk oversight and management within the Agency. They will also independently lead one of the following governance functions under the Agency's system of internal control.

Duties

Audit and Assurance

- Responsibility for managing the Agency's Assurance Framework including the oversight of the internal audit preparation, finalisation and recommendation action in cooperation with the Agency's external audit provider and responsible internal business owners.

- The internal auditors provide independent objective assurance and advice to the Board, the Audit & Risk Committee and the Chief Executive Officer, that the financial and operational controls are operating in an efficient, effective, economical and ethical manner and assist management in improving business performance.

Governance, business planning and performance measurement

- Responsibility for managing the Agency's Governance Framework
- Responsibility for managing the Agency's Planning and Performance Framework including monitoring and quality assuring performance measures on a quarterly basis, culminating in the development of the Annual Performance Statement for the Annual Report.

The EL1 Assistant Director will support the Director, Governance Services, in efficient and effective delivery of section outcomes. They will demonstrate independence, sound decision making and judgement in their provision of specialist advice relating to risk oversight and management or their respective governance functions. The EL1 Assistant Director will exercise initiative and proactiveness in engaging with internal and external stakeholders regarding complex problem solving and issue management. They will develop and facilitate educational and communication initiatives to embed a positive risk culture across the Agency and improve business strategies.

The EL1 Assistant Director is responsible for providing leadership and management to a small team of direct reports.

Eligibility

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

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life

- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney, Canberra or Melbourne. To apply, submit your resume and a cover letter of no more than 2 pages.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Sharna Williams at sharna.williams@digitalhealth.gov.au.

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

Salary: This role offers between $120,486 - $137,417 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Sharna Williams, (07) 3023 8447
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0762459

Australian Digital Health Agency

Closing Date:Monday 15 September 2025

Corporate Services Division
Governance Branch

Job Title	Assistant Director, Security Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$120,486 - $137,417
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	Executive Level 1
Position Number	0523_08/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

When you join the Corporate Services Division, you become part of a team that is committed to delivering high-quality enabling services. Our pursuit of excellence in areas such as Finance, Legal, Communications, HR and Governance plays a crucial role in supporting the Agency's overall mission. Your skills and expertise can contribute significantly to this mission, enhancing our operations and ultimately supporting the pursuit of excellence in digital health.

The EL1 Assistant Director Security Services role is required to undertake very complex and sensitive work and operate under broad direction. They play a central role in assisting the Agency's Executive meet their obligation to have in place effective protective security programs that ensure the Agency's capacity to function and meet required security obligations. As a security professional they are integral in developing, implementing, and monitoring the Agency's security policies, procedures and systems and to exercise sound decision making and judgement to produce high level policy advice.

Duties

The Assistant Director Security Services assists senior management to analyse the agency's security environment and recommends appropriate security controls to manage risk and assist in complex problem solving and issues management. They will be responsible to establish strong networks and manage key stakeholder's relationships within key areas of the Agency to enable them to understand their business functions, security and vulnerabilities and be accessible to staff to discuss any security issues or concerns.

The Assistant Director Security Services leads the development of a strong security culture that promotes staff valuing, protecting, and using agency information and assets correctly. The role is responsible for the day-to-day management of protective security measures to ensure:

- the Agency's security practices and procedures comply with the law, Australian Government policies, and agency specific policies and procedures, and
- the security outcomes specified in the Agency security plan are being achieved.

Eligibility

• Ability to obtain and maintain national police check.

• Australian Citizenship is a condition of eligibility.

• Ability to obtain and maintain a Negative Vetting 1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life
- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra, with an expectation of a 4 day office-based requirement due to operational and staff development requirements. To apply, submit your resume and a cover letter of no more than 2 pages.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Marcus Clough at marcus.clough@digitalhealth.gov.au.

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

Salary: This role offers between $120,486 - $137,417 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Marcus Clough, (02) 6183 3651
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0762502

Australian Digital Health Agency

Closing Date:Sunday 14 September 2025

Corporate Services Division
Finance Branch

Job Title	APS6 Financial Frameworks & Assurance Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$98,045 - $110,612
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	0459_08/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Finance Branch provides enabling services that support the Agency delivering on its strategic priorities and to ensure the effective and efficient operation of the Agency. The Branch delivers trusted financial advice and services across numerous disciplines including financial accounting and business partnering, procurement partnering and delivery, budgeting and reporting, and supporting frameworks and assurance, by having a wide variety of skill sets and a high performing culture.

Duties

The APS6 Financial Frameworks and Assurance Manager, plays a lead role in the Financial Frameworks and Assurance team by ensuring the Agency’s frameworks, policies, systems and guidance, are fit for purpose and compliant with the Public Governance and Performance Accountability (PGPA) Act 2013, the broader Commonwealth legislative framework, Government policies, and support the Agency’s financial operations.

The position reports to the Assistant Director, Financial Frameworks and Assurance and works with a high level of autonomy under broad direction to support the business in delivering its outcomes.

The role works within a small team of high performing staff to deliver a broad work programme that includes:

- Maintaining the Agency financial governance environment;
- Maintaining the Agency's financial frameworks, including related policies and procedures such as the Accountable Authority Instructions, Board Delegations, CEO Authorisations, and related sub-ordinate policies;
- Maintaining a compliant environment in relation to the Commonwealth Procurement Rules and related Government framework and policies;
- Maintaining the Agency's financial and procurement operational environment, including various web pages, processes, and systems;
- Managing the review, development, delivery and administration of new systems, processes and procedures;
- Delivery of compliance and assurance reporting;
- Developing and facilitating the delivery of the Agency's training program for financial policy and operational procedures/processes, and
- Providing support across the Agency for activities delivered by the Section

Eligibility

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

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life.
- Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter of no more than 2 pages.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Mate Lulic at mate.lulic@digitalhealth.gov.au.

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

Salary: This role offers between $98,045 to $110,612 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Mate Lulic, (02) 6183 3632
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0762503

Australian Digital Health Agency

Closing Date:Sunday 14 September 2025

Technology Services
Technology Operations Customer Support

Job Title	Operational Service Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD
Salary	$87,584 - $94,719
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	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digitally enabling Australia’s health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare.

Our Technology Services Division is the heart of digital health innovation. We’re entrusted with the operation and enhancement of a reliable, secure national digital health infrastructure and health support systems.

About the Role

The Operational Service Officer position is responsible for providing operational oversight and governance of consumer support operations through provision of effective knowledge and training tools for escalations case work.

What a day will look like:

- Managing inbound queries over the phone, mail and through a ticket system from consumers of a product or service and providing accurate information and advice over the phone and in writing.
- Take decisions under relevant policies and legislations, as per existing standard operating processes in relation to Life, Health & Safety matters.
- Have the capability to deal with complex consumer enquiries and make decisions under applicable policies and legislation.
- Undertake specialist or technical research and analysis, conduct investigations and liaise with stakeholders on applicable policies and legislation.

Duties

What You’ll Bring

- Minimum 2 years’ experience in operations supporting a customer service environment.
- Hands-on experience with ITIL frameworks and operational processes
- Experience in working with geographically dispersed teams
- Demonstrated ability to operate with little supervision using initiative, sound reasoning and strong listening and decision-making skills.
- Demonstrate excellent verbal, non-verbal and written communication skills
- You have exceptional attention to detail and the ability to analyse information, identify problems and develop appropriate solutions.
- You have strong analytical and reporting skills
- Strong commercial acumen with a track record of delivering operational results.

Eligibility

Eligibility

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

Notes

Our Benefits

- Salary packaging (also known as salary sacrifice) is available.
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life
- Work From Home & Attractive Flexible Working Arrangements
- Generous leave opportunities including Parental (primary & secondary), compassionate,Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, and Half Pay option.
- (APS4-6 ONLY) Accumulate flexitime

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Priya Parmar at priya.parmar@digitalhealth.gov.au.

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

Closing Date: 14 September 2025, 11:00pm

Salary: This role offers between $87,584 - $94,719 plus 15.4% superannuation depending on skills and experience.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Talent Acquisition Team, adharecruitment@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0762505

Australian Digital Health Agency

Closing Date:Tuesday 16 September 2025

Corporate Services Division
Finance Branc

Job Title	APS6 Senior Procurement Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$98,045 - $110,612
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	0528_09/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Agency has recently moved to a centralised procurement function which provides a range of procurement management operations from centrally delivered to self-service by business areas. Senior Procurement Advisors (SPA) are accountable under broad direction to perform complex work and deliver key outcomes focusing on procurement and commercial advice, within the divisions they are responsible for.

Duties

Working in small teams, the SPA will partner with business areas to learn and support their procurement activities, to deliver appropriate and compliant procurement activities. They will provide advice to Director – Procurement Services, including identifying procurement activities and developing procurement plans to build procurement capability across the Agency.

As a procurement professional, the SPA will utilise their knowledge and expertise to contribute to the broader operation of the Finance Branch and Agency. They will work with a level of autonomy and accountability to perform these tasks while also assisting in reviewing the work of others in the teams as needed. The SPA will work with specific Divisions in the Agency but will report to a Procurement Business Partner (Assistant Director) and be a member of the CFO team.

Eligibility

• Ability to obtain and maintain national police check.

• Australian Citizenship is a condition of eligibility.

• Ability to obtain and maintain a baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

Our Benefits

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life.
- Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter of no more than 2 pages.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Shalveen Prasad at shalveen.prasad@digitalhealth.gov.au.

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

Salary: This role offers between $98,045 to $110,612 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Shalveen Prasad, (02) 5134 2853
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0762448

Australian Institute of Health and Welfare

Closing Date:Sunday 14 September 2025

Various Various

Job Title	APS6 Senior Data Analysts (Bulk Round)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$97,702 - $108,007
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	APS Level 6
Position Number	#110_08/25
Agency Website	

Job Description

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

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

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.

For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The AIHW is seeking experienced and enthusiastic Senior Data Analysts to join our high-performing and collaborative units across the institute. Our Senior Data Analysts support our business areas to deliver our analytical, data improvement and project work.

Senior Data Analysts will perform the following functions:

- Working with data and large databases, including data validation and processing.
- Undertaking complex research and statistical analysis and interpretation of data.
- Designing, researching, analysing, and presenting information in various formats.
- Data linkage and integration.

Under general direction, these roles may include:

- planning, organising, and managing projects.
- manipulating and interrogating databases using software such as SAS, R, Python, SQL or other software.
- liaising and negotiating with internal and external stakeholders, including government agencies, state and local authorities, and business or community organisations.
- leading a small team, including managing team priorities and deliverables.
- drafting of committee papers.

The successful applicants will possess a high level of technical knowledge in statistical and research project

work including the ability to work with complex and sensitive information.

We encourage applicants from a wide range of disciplines. This may include (but is not limited to) qualifications or relevant work experience in statistics, epidemiology, demography, database administration, data science, health informatics, economics, actuarial studies, health sciences, social sciences, data mining, predictive modelling, or geospatial/GIS (geographic information system) mapping.

Our ideal candidate will have most or all of the following skills and knowledge:

1. Demonstrated experience in extracting, interrogating, or analysing data sets using relevant statistical software (such as SAS, R, Python or SQL).
2. Well-developed research and communication skills, including the ability to synthesise complex information from a range of sources and present these in various written and verbal formats.

3. Proactively show initiative and resilience to complete tasks that may be sensitive and complex in nature, solve problems and overcome challenges as an individual and collaboratively as part of a team.
4. Demonstrated ability to lead a small team of technical staff, mentoring members of a team, and managing team deliverables and priorities.
5. Demonstrated strategic and organisational skills, including the ability to effectively plan and manage, delegate effectively, and escalate issues when required.
6. Well-developed engagement skills including the ability to communicate, liaise, and negotiate effectively with a range of internal and external stakeholders.

Tertiary qualifications in a relevant data, health, or welfare discipline, or previous experience in a role involving data management and development, collation, or research analysis and reporting will be highly regarded.

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.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
2. Your current CV and the names of two referees.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Nikki Harvey, 02 6249 5016
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0762588

Australian Institute of Health and Welfare

Closing Date:Thursday 25 September 2025

Business and Technology IT Business Development and Delivery

Job Title	APS6 Software Developer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$97,702 - $108,007
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	APS Level 6
Position Number	#106_08/25
Agency Website	

Job Description

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

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

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 Business & Technology Group (BTG) acts as the trusted business supplier for the provision, support and sustainment of ICT systems and services to internal clients and external stakeholders in line with the AIHW ICT Strategy.

We are an innovative technology team focussed on modernising our core applications and enhancing data management for better performance, scalability and security. With a commitment to leveraging modern tools and industry best practice, we are undertaking a major upgrade of our core systems. If you are a software engineer and developer passionate about transforming legacy applications into modern high-performance systems, we would love to hear from you!

The Business and Technology Group is looking for a Software Developer to play a key role in the hands-on development, maintenance, and enhancement of .NET-based applications in both on-premises and cloud environments. You will work closely with senior technical leads, business analysts, testers, and other developers to deliver high-quality, secure, and scalable solutions.

Under general direction you will:

- design and deliver end-to-end features, implement APIs, microservices and Azure integrations, and optimise performance and monitoring
- build and maintain CI/CD pipelines, automate testing and delivery, and implement infrastructure-as-code
- embed threat modelling and secure coding in delivery, and remediate vulnerabilities independently
- mentor junior staff, lead small initiatives, and engage with business analysts and product owners to refine requirements

This role suits an experienced developer who can contribute to design discussions, implement enterprise technical patterns, and provide input into application roadmaps while building their skills in modern delivery practices across industry and government.

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.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
2. Your current CV and the names of two referees.

Please note, late applications will not be accepted.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Chris Stevenson, 02 6244 1029
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0762334

Department of Health, Disability and Ageing

Closing Date:Tuesday 16 September 2025

Chief Digital Information Officer Division
Enterprise Portfolio Management Commercial Branch Commercial Management Section

Job Title	APS Level 4 - Procurement Support Officers - Commercial Management Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$81,954 - $86,594
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated
Classification	APS Level 4
Position Number	25-CDIODIV-29923
Agency Website	

Job Description

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

Are you looking to take the next step in your career and gain valuable experience in government procurement? We are seeking motivated individuals to join our team as Procurement Support Officers at the APS4 level.

This role is ideal for someone who is seeking an entry level into the Australian Public Service and is a great opportunity for someone who is eager to learn on the job.

Duties

As a Procurement Support Officer you will:

- Assist with the preparation of procurement documentation including contracts, evaluation reports and purchase orders.
- Maintain and update procurement records in accordance with departmental policies.
- Provide administrative and coordination support across procurement and contract management activities.
- Liaise with internal stakeholders and suppliers to support the timely delivery of procurement outcomes.
- Assist with reporting and compliance requirements, including probity and financial delegations.
- Support the team in using procurement systems and tools.
- Monitor contract timelines and ensure data integrity in systems

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, Disability and Ageing will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance or hold a current security clearance at an appropriate level.

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-CDIODIV-29923 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing (DoHDA) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

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 by an additional 12 months (cannot exceed 24 months in total).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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 Legge, 02 5132 5849
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0762499

Department of Health, Disability and Ageing

Closing Date:Thursday 18 September 2025

Information Technology Division
Service Operations and Infrastructure Branch Infrastructure Platform Services Section

Job Title	APS Level 5 - Cloud Platform Technical Engineer - Service Operations and Infrastructure Branch
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	$87,843 - $94,998
Future Merit Locations	Sydney, Canberra, Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be discussed
Classification	APS Level 5
Position Number	25-ITDIV-29953
Agency Website	

Job Description

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

We are looking for a high-performing Cloud Platform Technical Engineer to provide operational support and assistance in managing our Cloud Platforms to meet the Department’s business needs. The ideal candidate will have strong technical skill set and the ability to Collaborate with clients, Enterprise Architecture, and Security teams to ensure the ongoing management of cloud-based solutions and their integration with enterprise tools.

Duties

A Cloud Platform Technical Engineer at APS 5 level provides essential support and assistance in managing and maintaining Cloud solutions to meet the business needs of clients. This role requires close collaboration with clients, Enterprise Architecture, and Security teams to ensure the successful implementation and ongoing management of cloud-based solutions.

Client Engagement: Assist in understanding clients' business and technical requirements. Participate in meetings, workshops, and presentations to gather information and support solution presentations.

Solution Assistance: Support the design of scalable, secure, and robust cloud architectures using Google Cloud Platform (GCP) services. Ensure that the solutions align with industry best practices and assist in meeting client needs. Implementation Support: Assist in overseeing the deployment and configuration of cloud solutions. Collaborate with development and operations teams to support smooth implementation and integration with existing systems.

Technical Support: Provide technical support and assistance on GCP services and solutions. Stay updated with the latest developments in GCP technologies and share knowledge with clients and team members. Troubleshooting and Support: Assist clients with troubleshooting issues and provide ongoing support for cloud solutions. Ensure high availability and performance of deployed solutions.

Documentation: Assist in creating and maintaining comprehensive documentation for designed solutions, including architecture diagrams, configuration details, and operational procedures. Compliance and Security: Support the implementation of security and regulatory requirements. Assist in implementing best practices for data protection, identity management, and access controls.

Collaboration: Work closely with product and engineering teams to provide technical guidance and support throughout the delivery process and project lifecycle.

• Communicate effectively with technical and non-technical team members.

• Communicate and negotiate technical concepts with non-technical staff effectively.

• Ensure technical solutions are in line with business requirements; and contribute towards knowledge and skills transfer.

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, Disability and Ageing will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level.

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-ITDIV-29953 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing (DoHDA) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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 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	Dearne Maree McCreath, 0421617844
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0762256

Food Standards Australia New Zealand

Closing Date:Sunday 21 September 2025

Enablement, Preparedness and Productivity

Job Title	General Manager, Enablement, Preparedness and Productivity
Job Type	Full-Time, Ongoing
Location	Majura ACT
Salary	-
Future Merit Locations	Majura
Office Arrangement	Hybrid
Office Arrangement Details	Flexibility to work from home some of the time
Classification	Senior Executive Service Band 1
Position Number	1001
Agency Website	https://www.foodstandards.gov.au

Job Description

https://www.foodstandards.gov.au/careers

This is a unique opportunity for a generalist leader to join a high-performing team and guide FSANZ through a period of significant change. We are looking for someone who thrives in complexity, is passionate about cultivating a positive and inclusive workplace culture and is ready to lead change across diverse domains. You will play a pivotal role in enabling FSANZ to continue delivering world-leading food standards and ensuring safe food for all.

Each team within the branch is already delivering at a high level. Your role will be to harness this strength and lead the next phase of evolution - elevating FSANZ even further, optimising opportunities and leveraging individual and group excellence.

Leading this branch you will oversee critical functions to help us prepare for the future while we continue to deliver today. These include Stakeholder Engagement, Finance, Human Resources, Legal Counsel, Communications, Risk and Governance, ICT and Security. You will lead approximately 40 staff based in Canberra, fostering collaboration and innovation across the agency and the public service more broadly.

Duties

• Lead transformational change to align corporate functions with FSANZ's future-focused strategy and new legislative framework.

• Champion a culture of excellence, inclusion, and continuous improvement across the agency.

• Drive digital enablement and workforce capability to support innovation and productivity.

• Collaborate with the CEO and executive team to shape organisational strategy and ensure alignment across all corporate services.

• Translate strategic goals into operational plans and performance metrics that drive agency-wide success.

• Ensure robust governance, compliance, and risk management across all corporate functions.

• Inspire and empower multidisciplinary teams, fostering cross-functional collaboration and future-readiness.

Eligibility

• Hold relevant experience and/or qualifications to drive positive change through actively listening and responding to stakeholders (e.g. business administration).

• Be an Australian citizen and able to obtain and maintain a Negative Vetting Level 1 security clearance.

Notes

Before applying, please obtain selection documentation from **admin@amandaorourke.com.au** quoting Ref No 1176 in the subject line.

In order to apply, you need to submit your application through the FSANZ careers portal. The portal will guide you through the application process and describe what information is required from you. Please include:

• A one-page pitch outlining your suitability for the role. Your pitch should highlight your relevant experience, leadership capabilities, why you're interested in the role, and how you would contribute to FSANZ's future-focused transformation.

• A current CV or résumé.

Your application should demonstrate how you meet the key attributes and eligibility requirements outlined in the position description.

Applications close Sunday 21 September 2025 at 11.30pm AEST

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the Food Standards Australia New Zealand

Food Standards Australia New Zealand (FSANZ) is an independent statutory authority responsible for developing food standards in Australia and New Zealand. Our work supports a safe food supply for Australian and New Zealand consumers and contributes to industry innovation and competitiveness, informed consumer choice and broader public health goals. We also have responsibility for managing food incidents including food recalls.

To Apply

Position Contact	Amanda O'Rourke, 0452 199 031
Agency Recruitment Site	https://www.foodstandards.gov.au/careers

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Health

Vacancy VN-0762477

National Blood Authority

Closing Date:Wednesday 24 September 2025

National Blood Authority
Commercial Blood Products and Business Services Branch Immunoglobulin Governance

Job Title	Project Officer
Job Type	Full-Time, Ongoing
Location	Lyneham ACT
Salary	$89,002 - $93,886
Future Merit Locations	Lyneham
Office Arrangement	Flexible
Office Arrangement Details	On site with flexible working arrangements negotiable
Classification	APS Level 5
Position Number	TBC
Agency Website	www.blood.gov.au

Job Description

https://www.blood.gov.au/job/project-officer-immunoglobulin-governance

Applications will close at 11:30pm AEST on Wednesday 24 September 2025

We are looking for a motivated and adaptable professional who enjoys working in a forward-thinking environment.

The National Blood Authority (NBA) is seeking a motivated APS5 Project Officer to join the Immunoglobulin Governance Team within the Commercial Blood Products and Business Services Branch.

This Branch is made up of three operational teams and two enabling teams. The operational teams focus on ensuring Australians have timely access to life-saving blood products and building the evidence base to inform future funding and access decisions. The enabling teams provide key services in finance, property, legal, people, and communications, supporting the NBA to achieve its mission.

What we offer

The NBA offers a clear purpose and meaningful work. You will directly make a positive impact by saving and improving Australian lives through a world-class blood supply.

The NBA provides a number of benefits to its staff including:

- be a part of a small agency in a secure, dynamic public service
- have great employment conditions with access to competitive superannuation, transparent pay, generous leave entitlements including parental leave, flexible work arrangements, and well-being support mechanisms
- be part of a community of strong, passionate, and proud professionals
- work under a strong set of shared values and expect high standards of workplace behaviour and integrity
- be supported to stretch yourself and grow both professionally and personally, and you to do the same for those you work with.

Duties

About the Role

As a Project Officer, you will contribute to the National Immunoglobulin Governance Program, which ensures patients across Australia can access immunoglobulin (Ig) treatments in line with national policy and high-quality clinical evidence. Immunoglobulin is a commercial blood product made from donated plasma. It improves the quality of life for some patients with immune system disorders and immune-mediated conditions. In some cases, it saves lives.

The role involves supporting governance arrangements, IT systems, and clinical frameworks that underpin patient access to immunoglobulin. You will:

1. Provide administrative and project support for the development and review of governance arrangements for immunoglobulin products.
2. Assist with activities related to product access and stakeholder engagement.
3. Contribute to a dynamic work program where no two days are the same.

About You

Our ideal candidate will:

1. Hold relevant qualifications in a health-related field (desirable).
2. Have strong written and verbal communication skills.
3. Demonstrate sound judgement and the ability to balance competing priorities.
4. Thrive under pressure and meet tight deadlines.
5. Be proactive, adaptable, and eager to learn.

The NBA offers a clear purpose and meaningful work. You will directly make a positive impact by saving and improving Australian lives through a world-class blood supply.

The NBA provides a number of benefits to its staff including:

- be a part of a small agency in a secure, dynamic public service
- have great employment conditions with access to competitive superannuation, transparent pay, generous leave entitlements including parental leave, flexible work arrangements, and well-being support mechanisms
- be part of a community of strong, passionate, and proud professionals
- work under a strong set of shared values and expect high standards of workplace behaviour and integrity
- be supported to stretch yourself and grow both professionally and personally, and you to do the same for those you work with.

Eligibility

Employment Requirements

This is a Designated Security Assessed Position (DSAP) at Baseline level. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.

Note: We require applicants with qualifications in health-related field

RecruitAbility

The RecruitAbility scheme applies to this vacancy. The NBA is committed to supporting the employment and career development of people with disability. More information on the RecruitAbility scheme can be found at APSC Recruitability Scheme homepage.

Selection Process

The NBA applies a standard approach to the selection of all positions. The suitability of applicants is considered in accordance with the Australian Public Service Integrated Leadership System (ILS) , their current and potential ability to perform the duties of a particular position at the level required, and their likely contribution to their work team and the NBA as a whole.

In preparing your application, you are encouraged to consider the detailed guidance and capability descriptions of the ILS for an APS5 level. Specifically, applicants will be considered for the role against the following three primary selection criteria.

1. Your suitability for appointment at the APS5 level based on the capabilities and performance behaviours for an APS5 officer described in the ILS.
2. Your capability to perform the duties of the position as described, based on your current knowledge, skills and experience and your potential to develop relevant knowledge, skills and experience.
3. Outline your potential to make a positive contribution to the immediate work team and the NBA.

When applying, please ensure your application includes:

1. A one-page pitch that showcases your interest for the role and how you can leverage your skills, referring to the above questions.
2. A Current CV (maximum 5 pages).
3. Completed NBA Application Form.

How to Apply

Click the **Apply Now** button to be directed to our Careers Page, where you can view the full Job Description and instructions on how to submit your application, including how to download the NBA Application Form.

Notes

- A merit pool of suitable applicants will be established which may be used to fill ongoing vacancies of same or similar vacancies for 18 months from the date this vacancy was advertised in the Australian Public Service Employment Gazette.
- The NBA offers flexible working arrangements to support work-life balance while meeting operational needs

About the National Blood Authority

The National Blood Authority (NBA) is an Australian Government statutory agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to save and improve Australian lives and patient outcomes through a world-class blood supply. For 20 years, the National Blood Authority (NBA) has delivered an uninterrupted supply of blood and blood products to Australians in need under the national blood arrangements.

To Apply

Position Contact	NBA Recruitment, 02 6151 5144
Agency Recruitment Site	https://www.blood.gov.au/job/project-officer-immunoglobulin-governance

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Health

Vacancy VN-0762404

National Health and Medical Research Council

Closing Date:Thursday 11 September 2025

Corporate Operations Finance

Job Title	Financial Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$86,546 - $91,809
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Three days working from home and two days in the office each week.
Classification	APS Level 5
Position Number	31-2025
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

The National Health and Medical Research Council (NHMRC) is seeking experienced and high performing candidates to fill the following Financial Advisor roles:

- Procurement and Travel
- Treasury and Operations
- Committee Support
- Financial Reporting

Our ideal candidates will demonstrate experience and knowledge in exercising sound technical accounting expertise, have good interpersonal, collaboration and communication skills, as well as the ability to be flexible to learn new concepts and willing to coach and develop team members.

This process will also be used to create a merit pool for any future ongoing or non-ongoing vacancies that may arise within 18 months of the date of advertising.

Duties

The Financial Advisor duties in the following roles will include but are not limited to:

Financial Advisor – Procurement and Travel

- Procurement advice
- Portfolio Project Office costing and advice
- Travel Arrangements, credit card management and advice
- Virtual credit cards
- Developing staff
- Other Tasks

Financial Advisor – Treasury and Operations

- Financial Transaction processing
- Annual Financial Statement Process
- Credit card management
- Prepare financial information
- Taxation Reporting
- Developing staff

- Other Tasks

Financial Advisor – Committee Support

- Committee onboarding
- Committee payroll processing
- Monthly and Annual Financial Statement Process
- Travel arrangements
- Prepare financial information
- Payroll Reporting and advice
- Developing staff
- Other Tasks

Financial Advisor – Financial Reporting

- Monthly Reporting Process
- Annual Financial Statement Process
- Asset Accounting
- Financial Policy
- Internal Reporting
- Developing staff
- Other Tasks

Core capabilities

The successful candidates will demonstrate the following capabilities:

- Ability to build rapport and maintain strong stakeholder relationships with a variety of internal and external stakeholders.

- Effective interpersonal and communication skills both written and oral.

- Ability to resolve moderately complex enquiries from stakeholders and provide timely information and advice.

- Critical thinking and problem solving skills to accurately identify, analyse and address and/or escalate issues.

- Accountability for completion of allocated tasks, including clearance workflow to ensure work is appropriately reviewed.
- Ability to work independently or as part of a team under general direction.
- Ability to analyse data and present results for different audiences.
- Reliability with efficient time management and organisation skills.
- Ability to manage competing priorities and work cooperatively.
- Perform work to a high level of accuracy with attention to detail.
- Resilience and ability to adapt to changes in the workplace.

For further information refer to the Job Description.

Eligibility

To be eligible for a position at NHMRC, you must be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to undertake a Nationally Coordinated Criminal History Check.

Notes

NHMRC is an inclusive and diverse employer that supports gender equity and diversity in leadership. We welcome and encourage applications from everyone, including People with Disability, First Nations peoples, LGBTIQA+ people, mature age people, people from culturally and linguistically diverse backgrounds.

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC's responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC's grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than $1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Jenny Jacobs, 0436 945 366
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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Health

Vacancy VN-0762247

Office of the Inspector-General of Aged Care

Closing Date:Sunday 14 September 2025

Job Title	Director Communications and Engagement
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$144,175 - $170,695
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	Executive Level 2
Position Number	25-3
Agency Website	

Job Description

https://www.igac.gov.au/about-us/work-with-us/current-vacancies

Do you share our commitment to inclusive and respectful engagement? Are you willing to listen to the lived experiences of older people, their families and carers, and the voices of those who are often heard the least? If you are passionate about shaping the future of aged care and improving the lives of older Australians, this is your opportunity to make a difference.

Reporting to the Inspector-General of Aged Care, the Director Communications and Engagement is an influential position, raising awareness and steering the public conversation about aged care in an ever changing media landscape, ensuring that our communication and engagement efforts are aligned with our strategic objectives.

Duties

The Director, Communications and Engagement is responsible for:

- **Strategic communication and forging the profile of OIGAC**: Creating and implementing communication strategies to ensure that our reports, reviews and related activities have maximal impact and are tailored for the target audiences where impact needs to be greatest. This includes crafting messages for diverse audiences, both internal and external, to enhance awareness of the agency's work. We are a young agency, and a great deal of effort needs to be directed to developing and cementing our profile in the aged care oversight landscape, both in the eyes of the public and our stakeholders. This will involve rethinking our website and ways in which we can maximise the reach of our work and embed understanding of our purpose across the country.

- **Media and public/stakeholder engagement:** Overseeing media and stakeholder engagement efforts, including leadership for strategic approaches to media content and proactivity. Our stakeholder engagement is designed to both deliver outputs that reflect as diverse voices as possible but also educate the public on what it means. Engagement at OIGAC is firmly guided by our Principles of Engagement and our Statement of Commitment on Closing the Gap.

- **Parliamentary and Ministerial communications:** The role oversees Parliamentary responses and communication, ministerial correspondence.

- **Content creation:** Producing, individually or in collaboration with other teams, a variety of content, such as newsletters, social media updates, and marketing materials, ensuring that the content is engaging and consistent with our voice and that of our stakeholders.

- **Internal communications:** Managing and overseeing internal communications, working with internal stakeholders, to ensure our people are informed and engaged and receive consistent messaging.

- **Crisis communication:** In times of crisis, advising the Inspector-General and Executive on public relations issues. Developing strategies to communicate effectively with stakeholders.

- **Leadership:** Leading, mentoring and building the capability of a team of communications professionals, providing the team with guidance and support in executing strategies and plans.

Eligibility

Our ideal Director, Communications and Engagement will have:

- Tertiary qualifications in media and communications (or similar) and/or relevant experience in developing strategic and innovative communications products.

- Demonstrated experience in leading and managing teams and building capability to illicit high performance and outcomes.

- Strong background in building and maintaining partnerships through highly complex and/or sensitive issues, to achieve mutually beneficial outcomes.

- Demonstrated experience in researching and critically analysing complex information from various sources to provide high level written and verbal advice, reports, and recommendations.

- Ability to contribute to the strategic planning of agency through developing and implementing operational strategies in a high-pressure environment.

Highly desirable

- An understanding of, or the willingness to acquire, a broad understanding of the Commonwealth funded aged care system.

To be eligible for employment in the OIGAC applicants must be Australian citizens. General suitability for employment will be assessed through preemployment checks.

We value the contribution that a diverse workforce brings and encourage applications from people with diverse experience and backgrounds including Aboriginal and Torres Strait Islander people, LGBTQIA+ individuals, people from culturally and linguistically diverse backgrounds, mature age individuals, and people with disability.

Notes

Some workers in this agency may be exposed to potentially distressing material. The degree of exposure to this material varies depending on the specific role. We encourage you to consider your personal circumstances and wellbeing when applying. If you have any concerns, please speak to the contact officer before submitting your application.

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

About the Office of the Inspector-General of Aged Care

Our vision is an aged care system in Australia, where every person receives kind, compassionate, high-quality care that promotes their rights, identity and independence. Led by the Inspector-General of Aged Care, the Office of the Inspector-General of Aged Care (OIGAC) is a non-corporate Commonwealth entity established in response to the Royal Commission into Aged Care Quality and Safety. Our purpose is to ensure integrity and accountability of the aged care system through independent, informed oversight. We drive meaningful change, by calling out serious barriers and holding up to the light, models that would create the meaningful improvement needed to achieve this vision.

To Apply

Position Contact	jobs@igac.gov.au, 0251323682
Agency Recruitment Site	https://www.igac.gov.au/about-us/work-with-us/current-vacancies

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Home Affairs

Vacancy VN-0762111

National Emergency Management Agency

Closing Date:Sunday 14 September 2025

National Crisis Operations National Situation Room Operations

Job Title	National Situation Room Operations
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$77,607 - $82,997
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 working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 4
Position Number	139355
Agency Website	https://nema.gov.au/about-us

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139355/

National Emergency Management Agency

Be part of something bigger: contribute to building a secure Australia that is prosperous, open and united.

Join a connected team of professionals, where you can be your authentic self and grow your career while making time for all parts of your life.

Overview of the Branch and Section:

The Australian Government National Situation Room (NSR) is part of the National Crisis Operation Branch (NCOB) of NEMA's Emergency Management Response Division (EMR). The NCOB provides awareness of unfolding and potential situations (situational awareness), decision support, prediction of potential community impacts (predictive analysis) and impact and consequence assessment for crisis that are emerging or underway. These functions support NEMA Crisis Coordination Teams to prepare for and respond to nationally-significant events through the activation of National Plans and coordination of Australian Government non-financial assistance.

The NSR monitors and reports on emerging, current and predicted hazards to support decision making across the Commonwealth, states and territories and industry. The majority of NSR work relates to monitoring and reporting on natural disaster events across Australia (flood, bushfire, cyclone, heatwave and earthquakes), and includes a strong focus on weather forecast and

relationships with the Bureau of Meteorology and Geoscience Australia. Under an ‘all-hazards' remit, the NSR also conducts monitoring and reporting on security incidents including cyber, significant demonstrations, impacts to critical infrastructure, space weather and space debris re-entry.

The NSR issues SMS, verbal and written notifications on all-hazard emergency events to key Government and jurisdictional stakeholders. Increasingly this information is available to our stakeholders through the National Joint Common Operating Picture (NJCOP), a web-based platform which provides decision makers with near real-time, automated, situational awareness and decision support for nationally significant hazard events.

The NSR houses the National Security Hotline (NSH), a public facing phone and email line for reporting concerns of national security to law enforcement agencies for further investigation. The NSH operator role is a significant component of the NSR Officer position.

About the role:

The NSR can escalate rapidly from steady state monitoring, to coordination of reporting across current and emerging hazards and disasters. NSR positions are designated shift work roles and the occupants are required to perform duties on a 24/7 rotational roster, including days, nights, weekends and public holidays, and are remunerated in line with these shift work requirements. Staff may be required to perform higher duties to fill operational vacancies. All NSR Officers will be assigned across both ‘Operational Support’ and ‘National Security Hotline’ skill sets.

Our ideal candidate:

We are seeking highly motivated, curious, critical thinkers who enjoy working in a rapidly evolving environment. You will have a high standard of oral and written communication with a developed ability to liaise with, coordinate and support multiple internal and external stakeholders.

Working in the NSR is often high-pressured and unpredictable and is best suited to team players who are flexible, resilient and able to quickly grasp new concepts. A high level of computer literacy will support your work across several online systems including utilising open source media platforms and search terms, databases and incident management systems. An interest in emergency management and natural disasters will drive your ability to learn across a broad scope of subject content.

Duties

- Monitor incoming agency feeds, open source media and the NSR's information systems on both emergency management and national security events, to inform development of briefing and analytical products for senior executive decision makers, Australian Government and jurisdictional agencies.
- Draft written information products based on collected information.

- Produce maps, diagrams, graphs and written reports to inform NSR briefing and analytical products.
- Take NSH calls relating to matters of national security and accurately record and report that information.
- Prepare and log information accurately into the NSH database and forward to relevant agencies.
- Undertake other tasks related to the role, including project work, as directed by the NSR Shift Leader, Assistant Shift Leader and Senior Officers.
- Participate in crisis response planning meetings as required.

Role requirements/qualifications:

- Must be able to obtain or hold an AGSVA Negative Vetting 1 security clearance and must have the ability to satisfy AFP building access requirements
- Ability to work as a high performing team member in high pressure situations, with rapidly changing priorities
- Availability to work full time shift work 24/7 (current rotation is 2x 12hr days, 2x 12hr nights, 4 RDOs)
- Must have excellent written and verbal communication skills with the ability to apply critical thinking to problem solving
- Demonstrated ability to navigate information technology applications such as online databases, geospatial products and social media platforms
- Ability to process content which may be confronting, challenging and or triggering including terrorism, natural disasters, child sexual abuse material, domestic violence and mental health issues
- Psychometric testing and a work sample assessment will occur

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process and successfully undergo a National Police Check
- Obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance
- Satisfy a probation period (if applicable)
- Undergo a health assessment (if applicable).

Notes

Remuneration: The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact Recruitment.

If you will not have access to your agency email during the process of this requisition, please advise the contact officer and provide alternate contact information.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the National Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Anya Sheather, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139355/

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Industry, Science, Energy and Resources

Vacancy VN-0762401

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Sunday 07 September 2025

Enterprise Services
PEOPLE PARTNERING & SERVICES

Job Title	Employee Relations/HR Complex Case Management
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW, Hobart TAS
Salary	$114,219 - $123,605
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	Hybrid, Flexible
Classification	
Position Number	100679
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/

- **Collaborate with senior leaders and diverse teams to drive positive people outcomes**
- **Enjoy flexible hybrid work options supporting work-life balance**
- **Join Australia's national science agency and contribute to a values-driven organisation**

Play a key role in resolving complex people matters at Australia's national science agency.

CSIRO is seeking an experienced Employee Relations/HR Complex Case Specialist with demonstrated expertise in workplace investigations and complex case management to join the Workplace Relations team. In this role, you will manage the end-to-end process of sensitive matters, including misconduct, bullying, harassment, and discrimination.

Reporting to the Case Management Manager, you will draw on your formal training in workplace investigations and HR to plan, scope, and conduct investigations that are procedurally fair, thorough, and well-documented. Your ability to analyse evidence, prepare clear investigation reports, and provide practical recommendations will be critical. Strong communication and stakeholder engagement skills will enable you to guide leaders and employees through complex resolution processes with confidence and professionalism.

Experience within government or large, complex organisations will be highly regarded, as you work to uphold CSIRO's workplace standards and foster a safe, respectful and inclusive environment.

Duties

Lead and manage complex workplace investigations into misconduct, bullying, harassment, discrimination and other sensitive matters, ensuring fairness, confidentiality and alignment with CSIRO values.

Undertake evidence-based analysis and prepare clear findings and recommendations, providing accurate, risk-focused advice to senior management.

Collaborate with Centres of Excellence and key stakeholders across CSIRO to draw on subject matter expertise and support effective resolution of cases.

Maintain accurate records and case documentation throughout the lifecycle, ensuring timely administration, reporting, and confidential communication with all parties.

Support the Manager, Case Management in assessing and recommending appropriate courses of action for complex people matters.

Model professionalism, integrity and respect by upholding CSIRO's Code of Conduct, values, and diversity and safety commitments in all work.

Location and office arrangements:

Canberra, Brisbane, Melbourne, Sydney, Adelaide or Hobart.

Hybrid working available. Other CSIRO locations may be considered.

Salary: AU$114,219 – AU$123,605 per annum (pro rata for part-time), plus 15.4% superannuation

Tenure & work schedule:

Indefinite/Full Time

Reference: 100679

Eligibility

- Bachelor's degree (or equivalent experience) in Human Resource Management, Business Management, Industrial Relations, Employment Law, or a related discipline; postgraduate qualifications desirable.

- Specialised workplace investigation qualifications and at least five years' experience conducting workplace or regulatory investigations, ideally within government or large complex organisations.
- Proven ability to research, interpret and apply legislation, policies, and guidance in ambiguous situations, supporting management through complex and sensitive people matters.
- Strong judgement, independence, and risk-based decision-making in handling complex cases.
- Excellent written, verbal, and interpersonal skills, including influencing, negotiation, and managing sensitive or high-conflict situations with professionalism.
- Commitment to confidentiality, ethical standards, and fostering respectful, collaborative workplace behaviours.

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 wade.barker@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 Gold 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

Sunday 7 September 2025, 11:00pm 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	Wade Barker, 1300 984 220
Agency Recruitment Site	https://jobs.csiro.au/

Industry, Science, Energy and Resources

Vacancy VN-0762414

Department of Industry, Science and Resources (DISR)

Closing Date:Sunday 14 September 2025

National Measurement Institute
Chemical & Biological Metrology Bioanalysis

Job Title	Analytical Chemist - Science & Technical Level 6
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$98,716 - $108,398
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 role is conducted on site and as such there is limited capacity to work flexibly outside of an ad-hoc basis
Classification	APS Level 6
Position Number	1619_08/25
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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 Chemical and Biological Metrology Branch of the National Measurement Institute provides certified reference materials of DNA and RNA, pure chemicals, gas standards and chemicals in various matrices. The branch also co-ordinates proficiency testing programs to assist laboratories assess their ongoing quality and performance and includes Australia's national testing laboratories for anti-doping, forensic drugs and ultra-trace analysis. We deliver services for the health, food, environment and energy sectors and continuously enhance our capabilities in line with national and international requirements.

The Bioanalysis Section of the Branch contributes to Australia's expanding needs in genetic measurement by providing technical support and genetic reference materials within Australia and internationally. This dynamic team is expanding due to our unique capabilities for accurate measurement of RNA and DNA thus we need a highly motivated analytical scientist to continue our high-quality work.

The opportunity

The position will primarily be involved with instrumental analyses of RNA and DNA and is integral in developing standards for biotherapeutics, diagnostics, food and environmental applications. The team has sophisticated analytical instruments including capillary HPLC, UPLC, LC-MS, capillary electrophoresis and digital PCR that we use for measuring the amount, identity and purity of nucleic acids for establishing traceability to the International System of Units. We also produce oligonucleotides for health emergency preparedness.

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
- a vacation care subsidy
- $235 healthy lifestyle subsidy
- 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 study assistance
- access to staff counselling services.

Our ideal candidate

Our ideal candidate will have:

- Expert level knowledge of quantitative chemical and biochemical analysis techniques and the use and maintenance of scientific instruments
- Specialist knowledge of the structure and function of nucleic acids and/or proteins and how their physical properties affect analytical techniques
- Expert level knowledge in validation of analytical techniques
- High level communication skills especially in producing written reports that need little or no revision before finalisation
- Demonstrated ability to develop and manage project plans, including evaluation reporting
- Demonstrated ability to work co-operatively and effectively in a team environment, together with the ability to pursue tasks to a satisfactory conclusion in an efficient and effective manner.
- Demonstrated ability to work independently under limited direction to deliver quality outcomes against established priorities
- An understanding of Quality Assurance and Quality Systems principles and practices.
- Knowledge of and experience in computer applications relating to data manipulation and scientific instrumentation and familiarity with laboratory data systems and Microsoft Office programs.

Duties

The main functions of the position are to:

- Deliver high quality quantitative and qualitative measurements of biochemicals such as DNA, RNA and/or proteins and amino acids using LC-MS techniques
- Develop and validate new methods for quantitative analysis of biologically important chemicals
- Produce oligonucleotides using an automated synthesiser
- operate and maintain (including calibration) scientific instruments including HPLC, LC-MS and oligonucleotide synthesiser
- liaise with internal and external suppliers and customers
- contribute to maintenance of a safe workplace through regular workplace inspections

- carry out genetic analyses for projects as needed including analysis of human blood.
- ensure adequate supplies of reagents and materials are maintained to enable the section to meet business goals and to record these activities in a computer-based systems

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 position focusses on HPLC and LC-MS analyses so qualifications and experience in analytical or physical chemistry or instrumental analysis would be advantageous.

A vaccination for Hepatitis B or serology immunity testing is recommended for thus role and may be provided.

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 NSW - Sydney - Lindfield 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 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	Daniel Burke, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0762421

Department of Industry, Science and Resources (DISR)

Closing Date:Sunday 14 September 2025

National Measurement Institute
Legal Metrology TMS Region 1

Job Title	Senior Trade Measurement Officer
Job Type	Full-Time, Ongoing
Location	Various locations - TAS TAS, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA
Salary	$98,716 - $108,398
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	Office arrangements will be negotiated with successful candidates.
Classification	APS Level 6
Position Number	1574_08/25
Agency Website	https://www.industry.gov.au/

Job Description *https://industrycareers.nga.net.au/?AudienceTypeCode=EXT*

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 Trade Measurement Services Section (TMS) within the LMB has oversight and is accountable for the operational delivery of various risk based national compliance program plan activities which are developed by the branch using Inspectors. This work requires delivery of quality inspection and audit activities at a wide range of business premises to support the annual compliance plan objectives.

As an outcome of these activities, inspectors communicate with traders checking for compliance with the National Measurement Act 1960 Cth. Where non-compliance is detected, inspectors may initiate various forms of regulatory responses, ranging from issuance of non-compliance notices, through to preparation of briefs of evidence for more serious offences.

The opportunity

Reporting to the Assistant Manager, Trade Measurement Services, Senior Trade Measurement Officer, is accountable under broad direction to undertake very complex work that delivers quality outcomes from trade measurement services functions of NMI.

The position will be responsible for effectively leading a geographically dispersed team with reasonable autonomy and accountability, and monitoring their team in accordance with the accountable leadership manual.

It is essential that anyone assigned the duties of Senior Trade Measurement Officer, Trade Measurement Services holds the relevant qualification namely Certificate IV in Government (Trade Measurement) and Certificate IV in Government (Investigations) as prescribed by the National Measurement Act 1960 and any regulations made under that Act, for appointment as a trade measurement inspector.

What’s in it for you?

You will gain experience in supervision, planning, and coordinating trade measurement operational plans in line with Legal Metrology Priorities, undertaking high level trade measurement functions, with minimal supervision and direction, reporting to the Assistant Manager, Trade Measurement Services.

We’re committed to a safe and healthy working environment that provides an equal opportunity to participate, contribute and progress We value the different skills, knowledge, and perspectives our employees bring. Our values and behaviours centre on being:

- Adaptable: We embrace new ways of working to meet present and future challenges
- Innovative: We learn from today to create solutions for tomorrow
- Accountable: We each take personal responsibility for what we do, why we do it and how we work with others to achieve NMI’s goals
- Strategic: We navigate uncertainty with clear purpose and direction
- Inclusive: We champion a safe and supportive environment, powered by diversity of thought, experience and culture
- Influential: We create opportunities to promote our value, broaden our reach and increase our impact.

Our ideal candidate

Our ideal candidate will be self-motivated with a technical aptitude and excellent communication skills. You will be capable of working autonomously and as part of a team with the ability to:

- apply and explain legislation in a regulatory environment, whilst holding a comprehensive knowledge of investigative processes, methods and responsibilities
- lead a team, including the ability to educate and develop others as well as influence and negotiate with a wide range of external parties, including delivery of presentations to groups
- write reports that are clear and concise with logical recommendations
- use logic, objective judgment and evidence to make decisions and resolve problems
- monitor emerging issues, identify their impact and develop an effective response
- deliver quality outcomes and to build a team that can do the same.

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

Duties

The successful candidate will undertake work that is of a complex nature, working under limited direction with reasonable autonomy and accountability. You will supervise a team to deliver quality outcomes from Trade Measurement Services functions of NMI.

As the successful applicant you will:

- leading and mentoring trade measurement staff;
- establishing local inspection priorities to meet the compliance targets provided by the National Workplan;
- planning, implementing, monitoring and reporting on the centre’s compliance programs by co-ordinating and conducting inspections of traders, packing houses and licensees to assess compliance with trade measurement legislation;
- negotiating, liaising and providing high level technical/specialist advice to internal and external stakeholders, including regional management, licensees, equipment owners/suppliers and manufacturers, State/Territory and local government as required;
- investigating breaches of trade measurement legislation of a complex or highly sensitive nature, and where appropriate, prepare briefs for enforcement actions;
- educating stakeholders including licensees and measuring instrument operators;
- assisting with the development and implementation of proactive compliance strategies, plans, and specific initiatives and campaigns in line with the National Workplan;
- supervising the professional development and mentoring of staff;
- coaching and supporting Assistant Trade Measurement Officers in both a field situation and a remote learning environment.

Eligibility

Applicants will be required to possess a current Australian driver's licence and demonstrate their attainment of:

- Certificate IV in Government Investigations (or equivalent)
- Certificate IV in Trade Measurement (or greater)
- A qualification that demonstrates appropriate knowledge or experience to be appointed as a Trade Measurement Inspector under section 18MA of the National Measurement Act 1960.

Whilst not mandatory, a Certificate IV in Training and Assessment, experience in leading a team operating in a regulatory environment and possession of, or capability to quickly obtain, First Aid and CPR certification are highly 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

Regular attendance at one of our offices in Melbourne/ Hobart, Sydney, Perth or Adelaide is expected. Please reach out to the contact officer to discuss this further.

The successful applicant will be required to undertake inter and intra-state travel of approximately 8 weeks* [32 nights*] annually, with overnight absences away from home for periods of up to a week at a time. Some out of hours work may also be required.

The successful applicant will gain exposure to a wide variety of businesses with potential to contain varying workplace environmental hazards. In accordance with activity risk assessments, policy and/or health recommendations associated with some of our activities, vaccination against hepatitis A and B, tetanus and other viral pathogens may be required.

To support the ongoing health and wellbeing of our employees in monitoring effects of varying workplace environmental hazards, the NMI may require the successful applicant undertake periodic health checks to monitor the risk.

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 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	Michael Cinco, 0468603264
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0762489

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 25 September 2025

National Measurement Institute
Legal Metrology Programs and Governance

Job Title	Program Coordinators
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA
Salary	$98,716 - $107,053
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	Please reach out to the contact officer to discuss this further
Classification	APS Level 6
Position Number	1634_08/25
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=8A06AC6A-E758-DE57-A5F2-E431782F92C0

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 National Measurement Institute (NMI) is a large division within the Department of Industry, Science, and Resources (DISR). The NMI supports DISR in meeting its objectives by being the national authority on measurement.

We play a fundamental role underpinning the Australian economy by maintaining and regulating Australia's measurement system, developing and maintaining national measurement standards, and delivering world-class measurement products and client services.

NMI's Legal Metrology Branch (LMB) plays an important role in ensuring Australian consumers and industry can rely on trusted measurements for fair trade in goods and services.

The Programs and Governance Section within the LMB has oversight and is accountable for the delivery of a diverse range of business operational requirements, while providing corporate support to the General Manager, Legal Metrology. It is comprised of three functionally aligned units, including Program Coordination and Monitoring, Program Coordination and Engagement, and Governance.

The Opportunity

Working under the direction of the Assistant Managers, Program Coordination and Monitoring, and Program Coordination and Engagement, the Program Coordinators work collaboratively with internal and external stakeholders to research and analyse compliance trends in the context of the associated Acts and Regulations.

The Program Coordinators are responsible for the development of program proposals (including assessment of risk and developing intervention and mitigation strategies) for the endorsement of the Legal Metrology Branch Management Committee. Once endorsed, the Program Coordinators will develop project plans aimed at improving marketplace regulatory compliance using various contemporary compliance intervention strategies, including LMB inspection and audit activities.

The LMB also engages in Memoranda of Understandings (MoU's) with other Commonwealth agencies to provide program-based inspections and audit services. The Program Coordinators will help manage and support the delivery of our services under the MoU's. This includes periodic reviews of terms and conditions in MoU's and other interdepartmental agreements, developing an understanding of the contents of the MoU's and supporting the delivery of associated administrative tasks such as review, amendment and production of internal procedures, reporting, and invoicing.

In addition to program development responsibilities, the Program Coordinators are accountable for the ongoing management, analysis and reporting on multiple LMB National Compliance Programs which are run concurrently throughout the program year cycle. They seek ongoing intelligence and feedback from stakeholders relating to program efficacy, whilst monitoring expected program outcomes against established targets. They are also responsible for leveraging this data and feedback to allow for adjustments to be made mid or post program to ensure high quality outcomes.

Our ideal candidate

The capabilities listed below describe the specific skills, knowledge and behaviours required to successfully perform this job role:

- Demonstrated ability to develop and maintain strong productive and collaborative working relationships with stakeholders.
- Well-developed skills in research, analysis, problem-solving, and managing competing priorities.
- Well-developed skills to design, develop, operationalise, analyse, and report outcomes for Compliance Programs.
- Demonstrated time management skills with the ability to manage and prioritise competing tasks.
- Well-developed oral and written communication skills, with a high level of accuracy and attention to detail.
- Well-developed negotiation and presentation skills for diverse audiences, and the ability to communicate with influence.
- Sound knowledge of, or the ability to rapidly acquire a sound knowledge of, legislation, policies and procedures relating to LMB operational activities.
- Proven ability to maintain confidentiality, and exercise tact together with demonstrated commitment to professional values. including teamwork and continuous improvement.

Duties

Working effectively in an environment with a high level of complexity, sensitivity and operating under the direction of the Assistant Managers, Program Coordination and Monitoring, and Program Coordination and Engagement duties include but are not limited to:

- Consulting with stakeholders to facilitate research, planning, and delivery of LMB programs.
- Establishing and maintaining constructive relationships with internal and external stakeholders.
- Undertake risk assessment and risk management activities for compliance projects / programs.
- Proactively monitor program outcomes and work area performance for presentation to LMB teams including the Executive.
- Consult with stakeholders to co-design, develop and write program plans, program briefs, and project plans.
- Building capability in a team environment through sharing knowledge and ideas to support continuous improvement principles.
- Strong attention to detail, with the ability to identify and rectify reporting errors.
- Lead by example and embody NMI’s Values, supporting others to do the same. Recognise and respond to breaches of the values.

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

Desirable role requirements:

- Project Management qualifications and or experience.
- Experience in contemporary database interrogation, analysis and reporting software.
- Ability to quickly gain sound operational knowledge of Acts and associated regulations.

Some employees have specific qualifications, certifications, accreditation, or licences that enhance their contribution to the workplace. For example, a number of NMI staff maintain skills in physical and/or mental health first aid, or volunteer to be local health and safety representatives. A willingness to take on an extra responsibility of this kind would be desirable, noting that where there is a business need, NMI may provide the time and funding needed to complete the necessary training.

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. 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 agency.

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To Apply

Position Contact	Lee Jones / Michael Bryan, 0429 781 487 / 0457 549 091
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=8A06AC6A-E758-DE57-A5F2-E4

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Industry, Science, Energy and Resources

Vacancy VN-0762405

Geoscience Australia

Closing Date:Sunday 14 September 2025

Corporate
Enabling Services / Organisational Investment HR Strategy / Finance and Facilities

Job Title	Director (multiple positions)
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$139,836 - $174,268
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 will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	Executive Level 2
Position Number	Multiple
Agency Website	www.ga.gov.au

Job Description

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

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

About us

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

Our culture

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

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

What we can offer you

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

Duties

Geoscience Australia is seeking to fill two key Director positions: Director, HR Strategy, and Director, Finance and Facilities.

Director, HR Strategy

As Director of HR Strategy, you will work closely with the Chief People Officer and the Corporate Division Executive to shape and lead the HR Strategy Section, delivering initiatives that enhance the employee experience and ensure we continue to attract, develop, and retain a high-performing workforce.

In this role, you will lead the delivery of the People and Culture Strategy 2024–2028 and drive the Performance and Leadership Project as part of our Organisational Transformation Program (OTP). You will lead complex, high-impact projects, provide expert advice to senior management, and balance immediate priorities with long-term, sustainable goals.

A key focus of this role is to foster a culture of engagement, collaboration, and accountability while strengthening organisational capability. You will leverage your expertise in change management to drive cultural transformation, embed sustainable people strategies, and support a safe, inclusive, and resilient workplace. By building strong relationships across all levels of the organisation, you will shape an environment where people and strategy are fully aligned, enabling meaningful organisational outcomes and lasting impact.

Operating with a high level of autonomy, you will:

- Integrate systems solutions and foster a transformative, customer-centric culture by building genuine relationships across the organisation.
- Provide strategic guidance grounded in legislation and best practices, applying a systems-thinking approach that prioritises customer needs.
- Establish and maintain strategic networks, actively engaging stakeholders during organisational change to build trust and strong relationships.
- Develop and mentor the HR Strategy Section, fostering a high-performance culture with a strong focus on customer service, teamwork, and continuous capability development.

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

- Understand the organisation's direction and the role of HR Strategy within the organisational, broader Australian Public Service and national context.
- Possess deep domain knowledge, demonstrating a thorough understanding of the operating environment, best practices, relevant legislation, and emerging developments in HR.
- Foster a forward-thinking mindset by developing long term plans, anticipating future priorities, and staying proactive in addressing evolving challenges.
- Utilise a comprehensive approach to information gathering, exploring diverse viewpoints with an open mind, and actively participate in continuous improvement, exhibiting persistence and adaptability in achieving results.

Required skills, knowledge, experience and/or qualifications

- Tertiary qualification in business or human resource management or a similar field would be highly desirable.
- Eligibility for individual membership with the Australian HR Institute.
- Ability to obtain and maintain a Baseline security clearance.

Director, Finance and Facilities

The Director, Finance and Facilities plays a key leadership and strategic advisor role to the Chief Finance Officer and the Executive of Geoscience Australia and has responsibility for financial and facilities management in the entity. The role will help drive change and provide leadership for the implementation of recommendations from our Financial Sustainability Review. It will also support the implementation of Geoscience Australia’s strategic objectives and values with a specific focus on the effective development and implementation of financial control frameworks and strategy.

The role reports directly to the Chief Finance Officer and provides leadership to financial and facilities professionals who are responsible for the delivery of financial services, strategic advice and facility management services to the entity.

A values driven approach coupled with the ability to meet expectations, inspire, and work collaboratively with individual professionals and specialists will contribute to the achievement of a successful organisation and diverse workplace culture.

In this role you will:

- Provide strategic financial management advice and direction, consistent with the Australian Government financial framework and legislation, to inform effective planning, prioritisation decision-making, including the ability to align capital and operating resources to our strategic priorities.

- Manage the development of internal and external budgets; the delivery of statutory reporting, including the annual financial statements and associated ANAO audit; monitoring of financial performance; and the maintenance of effective financial controls and accurate financial records.
- Oversee the Facilities team and support the day-to-day operations of our Symonston and remote sites and engage in the long-term strategic property planning for the entity.
- Provide leadership in implementing and promoting a culture of change and continuous improvement of financial and facilities management services, practices, policies and systems.
- Work with a high level of autonomy under broad direction with a concurrent need to resolve challenges and deliver quality outcomes.
- Establish and maintain key strategic internal and external networks and engaging and managing stakeholders through change, resolving conflict and managing sensitivities.
- Develop, coach and mentor employees, manage performance, resolve conflicts, and identify training needs.

To be successful in the role you will:

- Apply your experience and knowledge of financial management and the Australian Government financial framework and legislation to develop strategies to prioritise and plan to support the delivery of organisational objectives.
- Proactively manage risk, challenge important issues constructively and respond flexibly to changing demands to achieve outcomes and encourage others to do the same.
- Communicate clearly and concisely, translate complex information, and tailor your style and message to suit a range of different audiences and encourage the support of relevant stakeholders.
- Work collaboratively across Corporate Services and the organisation, recognising shared agendas, and finding opportunities to share information and foster teamwork to achieve mutually beneficial outcomes.
- Set direction, lead the finance and facilities function and your own work priorities to ensure the provision of timely and accurate advice and the delivery of key financial products.
- Embrace the positive benefits of diverse views, value expertise and play a role in coaching, guiding and developing employees.
- Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way.

Required skills, knowledge, experience and/or qualifications

- CPA/CA qualified accountant who has good understanding of the public sector environment, including the Public Governance, Performance and Accountability Act 2013.

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

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

If you have any questions regarding the role, please contact:

- Director, HR Strategy: Charlie Middleton on (02) 6249 9006 or email charlie.middleton@ga.gov.au
- Director, Finance and Facilities: Michael Olive on 0429 165 474 or email michael.olive@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ‘Applying for an APS job: cracking the code’.

Are you unsure about applying?

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

Eligibility

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

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

RecruitAbility

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

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Notes

Technical Assistance

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

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

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To Apply

Position Contact	Charlie Middleton, 02 6249 9006
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

This notice is part of the electronic Public Service Gazette PS35 Weekly Gazette Thursday (Vacancy Notices) - 04 September 2025.pdf Published by Australian Public Service Commission.

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

Industry, Science, Energy and Resources

Vacancy VN-0762428

Geoscience Australia

Closing Date:Sunday 14 September 2025

Corporate
Enabling Services Field Operations and Engineering

Job Title	Electronics Technician
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$97,756 - $113,115
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 will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	APS Level 6
Position Number	18055
Agency Website	www.ga.gov.au

Job Description

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

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About Us

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Our Culture

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

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

What we can offer you

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

Our Team

This role sits within the Technical and Engineering Team and is responsible for contributing high level electronic, communications, power systems and instrumentation advice and functions to the organisation.

The Field Operations and Engineering Section (FOES), delivers innovative technical, engineering and field support services and advice across Geoscience Australia land and marine field projects, including priority programs and mission critical activities.

Duties

The Role

The primary purpose of this role is to provide technical support to the real time earth monitoring data systems that make up the National Observatory Networks operated by Geoscience Australia. These networks consist of seismic, hydroacoustic, infrasound and geomagnetic monitoring stations located around Australia, its territories and neighbouring pacific regions. Data from these stations are fed back into Geoscience Australia and are the base from which earthquake, nuclear testing and geomagnetic monitoring functions operate. These monitoring functions are critical in contributing to the community safety of Australia and its neighbouring regions.

You will also provide advice and support within your area of expertise to other projects being undertaken across Geoscience Australia including assistance to international partners.

This role works closely with key internal and external stakeholders and requires a high level of communication skills to be able to report and manage technical issues to stakeholders and clients and deliver mission critical activities within Geoscience Australia.

In this role you will:

- Provide expert technical set up, installation and advice on the instruments, systems and equipment that make up the observatory monitoring networks.
- Solve complex technical issues across the Observatory Monitoring Networks and provide expert technical advice and assistance to team members.
- Undertake regular periods of travel for periods up to 3 weeks, including weekends and after hours; to conduct site installs and repairs and maintenance to seismic monitoring infrastructure. Travel includes remote areas of Australia and may include regions of the Pacific region and Antarctic Territories for longer periods.
- Ability to carry out physically demanding work including in what can be extreme weather environments.
- Assist in monitoring of network stations and remotely resolve outages from Geoscience Australia headquarters.
- Provide innovative solutions to modernising and improving the observatory network stations and systems.
- Maintain technical knowledge and continue to develop knowledge and expertise in various aspects of electronic, communications and power system processes.
- Engage and collaborate with internal and external stakeholders both technical and non-technical to ensure timely delivery of observatory monitoring functions and represent the agency in a professional manner.
- Adhere to and promote safety for both field and office environments.
- Complete required documentation to record site visits, maintenance and repair work, update site documents including schematics to reflect any site and system upgrades or changes.
- Provide logistical support for field operations.
- Undertake procurement in accordance with requirements of the Public Governance, Performance and Accountability Act 2013
- Support the technical engineering team leader and contribute as a proactive member of a high performing multidisciplinary team.

To be successful in the role you will:

- Understand, support, and promote the organisation's vision, mission and business objectives.
- Contribute own expertise to achieve outcomes for the business unit.
- Responds in a positive and flexible manner to change and uncertainty.
- Monitor project progress and manages priorities, adjusting plans as required.
- Seek feedback from supervisor.
- Build and sustain positive relationships with team members, stakeholders and clients.
- Be responsive to changes in client and stakeholder needs and expectations.
- Adopt a principled approach and adheres to the APS Values and Code of Conduct.
- Demonstrated ability and use of electronics equipment.
- Demonstrated ability in stakeholder/client engagement and ability to communicate your advice and messages clearly.

Required skills, knowledge, experience and/or qualifications.

- Certificate lll in electronics and communications are highly desirable.

- Expertise in development, construction, operation, and maintenance of seismic monitoring systems is highly desirable.
- Experience working with low voltage DC, solar and mains power is highly desirable.
- Experience in communication systems and ICT networking is highly desirable.
- Experience in scientific instruments is highly desirable.
- Experience and/or qualifications in the design, test, manufacture, install and repair of electrical and electronic equipment is highly desirable.

Eligibility

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

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

Are you unsure about applying?

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To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

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

If you have any questions regarding the role, please contact Saskia Becher on (02) 6249 9461 or email saskia.becher@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ‘Applying for an APS job: cracking the code’.

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 position. For more information please visit the Australian Public Service Commission website.

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

Technical Assistance

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To Apply

Position Contact	Sakisa Becher, 02 6249 9461
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

Industry, Science, Energy and Resources

Vacancy VN-0762594

Geoscience Australia

Closing Date:Sunday 21 September 2025

Space
Space Management Earth Observation Program Management Office

Job Title	Earth Observation Procurement and Commercial Officer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$97,756 - $113,155
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 will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	APS Level 6
Position Number	19190
Agency Website	www.ga.gov.au

Job Description

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

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Our culture

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

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

What we can offer you

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

The opportunity

Geoscience Australia has established the Earth Observation (EO) Program to holistically manage, govern, and deliver EO capability. The EO capability will make available time-series, continental scale data and insights of the Australian landscape and environment to inform decision making about Australia's resources and environment by Australian government, industry and the community. The EO Program includes Australia/United States partnership on Landsat and Landsat Next, Digital Earth Australia, and collaboration nationally and internationally on standards, technology, and science.

Our team

The Earth Observation Program Management Office (EO PMO) within Space Division provides specialist advice and program management services to facilitate delivery, governance and assurance and whole-of-life capability management of Geoscience Australia's Earth Observation Program. The EO PMO supports Chief of Space Division and its two Branches, Satellite Land Imaging Collection Branch (SLIC) and Digital Earth (DE) Branch, responsible for delivery of the Program. As a small team, the EO PMO combines diverse skillsets including procurement and commercial, scheduling, financial management, project and program management, engineering, and governance to deliver the services.

Duties

The role is being established to provide procurement and commercial advice and support to the EO Program within Space Division. The role will support the Satellite Land Imaging Collection (SLIC) Branch and Digital Earth (DE) Branch in the delivery of EO Program which includes

Landsat Next and key Digital Earth initiatives. As an APS6 Procurement and Commercial officer, you will be instrumental in driving Geoscience Australia's Earth Observation procurement and commercial arrangements forward.

The role will provide advice and support business areas in undertaking compliant procurement processes, with an emphasis on supporting drafting and reviewing of complex contracts to ensure commercial engagement with suppliers aligns with organisational and program objectives. The role will provide expert advice on contract clauses, key commercial risks, and guidance on contract management principles.

This recruitment process will also be used to form a merit pool for future APS6 Procurement and Commercial vacancies.

In this role, under limited direction, you will:

- advise and support DE and SLIC Branches to conduct complex procurement and commercial activities, through all procurement stages including planning, approaching the market, evaluation, with a particular emphasis on contract drafting and finalisation;
- develop and manage complex stakeholder relationships to facilitate cooperation, support and participate in sensitive and complex contract negotiations whilst maintaining key relationships to enhance business outcomes. Your excellent communication skills and ability to develop and maintain good working relationships will be key to promoting a positive, customer focussed culture;
- provide commercial experience and business acumen working on large acquisitions and/or sustainment projects;
- ensuring high levels of compliance with legislative, financial and administrative frameworks, and record keeping practices, in particular the Commonwealth Procurement Rules and Public Governance, Performance and Accountability Act 2013;
- engage in risk management, including the conduct of risk assessment and risk management activities;
- consider and effectively manage competing priorities and strategic directions in line with organisational goals and objectives;
- work collaboratively with Geoscience Australia's central Procurement Team to enable alignment between procurement practices organisational wide;
- perform duties as directed, working independently and under limited supervision while maintaining flexibility to adapt to changing priorities and instructions from management; and
- collaborate effectively with team members to achieve common goals, fostering a cooperative and supportive work environment.

To be successful in the role you will:

- be capable of drafting and negotiating complex contracts to ensure commercial engagement with suppliers aligns with organisational objectives
- be capable of coordinating, preparing and publishing a broad range of approaches to market though a range of Commonwealth procurement channels, including AusTender, DMP2, and DS4P;

- have strong administration skills and the ability to maintain and update accurate procurement records;
- communicate with influence and nurture productive working relationships with a wide range of stakeholders including scientific specialists;
- be capable of successfully deliver results within required timeframes while balancing priorities;
- advise on strategic procurement and contracting issues and support high levels of the organisation;
- where applicable, delegate tasks effectively; provide clear direction and articulate parameters; provide clear, constructive and timely constructive feedback in a manner that encourages learning and achieves any required resolution; and
- adhere to the Australian Public Service Values and the Code of Conduct and consistently behave in an honest, ethical and professional way.

Required skills, knowledge, experience and/or qualifications

- Demonstrated experience in drafting and negotiating complex contracts to ensure commercial engagement with suppliers aligns with organisational objectives.
- Demonstrated experience in the use of government procurement systems such as AusTender, whole of government procurement panels and the Commonwealth Contracting Suite.
- Demonstrated knowledge and extensive understanding of the Commonwealth Procurement Rules and related Commonwealth finance and procurement policy frameworks including the Public Governance, Performance and Accountability Act 2013.
- Demonstrated organisational skills, self-drive and initiative with the ability to influence others to achieve tasks and business objectives.
- Highly developed written and verbal communication skills.
- Formal qualifications in procurement, contract management and/or commercial law is desirable.

To Apply

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

If you have any questions regarding the role, please contact Penelope Burns on (02) 6249 5956 or email penelope.burns@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ‘Applying for an APS job: cracking the code’.

Eligibility

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

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

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has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Penelope Burns, (02) 6249 5956
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0762287

IP Australia

Closing Date:Thursday 11 September 2025

Data and Technology Business Delivery and Architecture

Job Title	Solution Architect
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - NT NT, Various locations - WA WA
Salary	$119,737 - $134,764
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 are available
Classification	Executive Level 1
Position Number	1457
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

The Solution Architect is a leader that works under limited direction exercising autonomy and accountability. As part of a small team of experienced Enterprise and Solution Architects in the Strategy and Architecture Team, the position is responsible for specifying solution architectures to meet complex business requirements, considering the technical and commercial implications of the solution. The role needs to cover all aspects of solution design, including setting context, defining component, implementation and information perspectives, and ensuring that security and resilience are appropriate. You will work closely with business and technical staff to ensure that the solution takes all requirements into account and is well understood by the relevant stakeholders.

Duties

The Solution Architect will:

- Demonstrate strong leadership skills, guiding technical and project teams towards architecturally sound decision making
- Employ an agile mindset and collaborative approach in delivering Agency outcomes
- Work collaboratively across multidisciplinary teams in the Agency, establishing and nurturing networks by valuing individual differences and diversity
- 2+ years of experience with solution architecture and/or experience in the design & delivery of complex systems in an enterprise environment

- Ability to explain or translate complex findings to a range of business and technical stakeholders. Communication, negotiation and liaison skills of a high order
- Ability to develop concise detailed system, data, user, interaction diagrams and associated documentation
- A demonstrable passion for learning and a dedication to working collaboratively
- Respond proactively to feedback. Be willing to develop and apply new skills while adapting to changing demand
- Engage professionally with risk and challenge the status quo to facilitate achievement of strategic outcome
- Align technical decisions with broader business strategies. The candidate should envision solutions that not only solve the immediate challenges but also contribute to achieving the long-term strategic outcomes
- Knowledge of architecture concepts, methodologies and techniques.

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 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 to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis 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 initially with the possibility of extension.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQA+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Geoffrey King, 02 6283 2187
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Industry, Science, Energy and Resources

Vacancy VN-0762476

IP Australia

Closing Date:Monday 15 September 2025

Trade Marks and Designs Various TM&D

Job Title	Trade Marks and Designs Group - Executive Level 2 - Various Opportunities
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - TAS TAS
Salary	$146,680 - $170,991
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	Positions may be offered for working from home, split offering under hybrid, or may be flexible.
Classification	Executive Level 2
Position Number	1461
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

We are recruiting to fill at least one ongoing role and several non-ongoing roles across the Trade Marks and Designs Group (TMDG).

We are seeking savvy customer-experience focused people with strong leadership, communication and relationship management skills, great analytical and digital literacy capabilities, and the ability to exercise sound judgment in handling complex issues under pressure. Our successful candidates will have a curious mindset, and a responsive and engaging approach to workplace change initiatives including participating in, and encouraging others, to engage in change and contribute to successful outcomes.

These roles encompass all aspects of leadership, management, development and co-ordination of a highly skilled workforce responsible for trade mark and design rights administration. You will be accountable for budget management, production, customer service, quality, training, workforce management, and reporting.

The roles we are filling are:

Deputy General Manager in TMDG

This role is a key leadership position responsible for all examination workforce production, quality, wellbeing, capability uplift, budgeting and reporting (around 130 staff). In addition, the successful applicant will perform the statutory functions of a Deputy Registrar of Trade Marks and Deputy Registrar of Designs and exercise the appropriate power, authority, delegations and discretions under the Trade Marks Act 1995 and Designs Act 2003. The position manages other EL2s/Directors.

Director in TMDG

This role is a leadership position managing a section responsible for one or more of the below responsibilities:

• examining applications and registering trade marks or designs

• running a training academy

• providing technical, quality, practice and customer support

• business planning, reporting and budget management for the group

• strategic projects and input into trade mark and design policy.

To be a strong contender for these roles, you will be an experienced leader who is authentic, resilient and empathic, with a track record of managing complexity and risk, inspiring a sense of purpose, building workforce capability and delivering quality customer outcomes. You will have a trusted ability to energise continuous improvement, change and innovation programs whilst delivering core business within a challenging environment.

You will be a skilful communicator and relationship-builder, adaptable to change and able to instil trust with stakeholders. As a strategic thinker, you will be empowered to exercise your judgment which will require you to balance competing stakeholder perspectives, multiple layers of ambiguity, complex issues, information sources and risks to make fair, consistent, and well-considered decisions.

Duties

We are looking for someone who can demonstrate our Executive Level 2 capabilities:

• Agility and innovation – lead and empower a culture of agility and innovation

• Customer centric – lead and empower a culture of quality customer service

• Data literacy – lead and empower appropriate use and creation of data

• Engages with risk – lead and empower positive risk behaviour

• People, network and self-leadership – lead and empower authentic leadership behaviour.

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 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 to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

Notes

We are looking to fill these positions on an ongoing and non-ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis 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 initially with the possibility of extension.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQA+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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To Apply

Position Contact	Kelly Sims (via Corinne Luckie), (02) 283 2556
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762445

Australian Maritime Safety Authority

Closing Date:Sunday 21 September 2025

Corporate Services
Information Services IT Operations & Cybersecurity

Job Title	Technical Delivery Lead
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$149,860 - $173,729
Future Merit Locations	Brisbane, Canberra, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible - Hybrid
Classification	Executive Level 2
Position Number	2648
Agency Website	https://www.amsa.gov.au/about

Job Description

https://careers.amsa.gov.au/en/listing/

Technical Delivery Lead

$149,860 - $173,729 + 15.4% super

Canberra (preferred), Melbourne, Sydney, Brisbane based

Flexible working arrangements

Ongoing, Full-time

ABOUT THE ROLE

As Technical Delivery Lead, you will play a key leadership role in AMSA's Infrastructure and Operations team. You will ensure the reliable, secure, and effective delivery of ICT services across the organisation, supporting AMSA's digital strategy and maritime safety outcomes.

You will be responsible for:

- Leading day-to-day ICT operations including networks, cloud, Microsoft services and service desk.
- Managing vendors and service delivery performance.
- Coordinating major incidents and root cause analysis.
- Driving infrastructure reliability and lifecycle management.
- Supporting technical delivery of system upgrades and integrations.

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Tertiary qualifications in ICT, Computer Science or related discipline.
- Extensive experience in ICT operations management, ideally in the public sector.
- Strong technical leadership and stakeholder engagement skills.
- Familiarity with government ICT frameworks and compliance.
- ITIL certification (desirable) and eligibility for Baseline security clearance.

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

Note: Information about our terms and conditions of employment are contained in the *AMSA Enterprise Agreement 2024 - 2027*

Duties

AMSA BENEFITS

We are committed a supportive and collaborative work environment, which is why AMSA offers:

- Flexible work including work from home arrangements
- Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement
- An office-wide Christmas period shutdown (in addition to annual leave provisions)
- An ability to work for an organisation charged with protecting our marine environments and saving lives

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit our website.

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of “ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”.

We are proud to have been recognised as an Inclusive Employer 2022-2023 by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.

Don’t meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we’re looking for!

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our Diversity and Inclusion Strategy.

Eligibility

HOW TO APPLY

Please complete your application on our website via the Careers at AMSA page by 11.55pm Sunday 21 September 2025. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact **Tan Dunn** on tan.dunn@amsa.gov.au

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the Public Service Act 1999. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA

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	Tan Dunn, tan.dunn@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-0761905

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

Closing Date:Monday 15 September 2025

Road and Vehicle Safety
Vehicle Safety Operations Application Assessment and Approvals

Job Title	APS6 - Team Leader ROVER Level 1 Support, Vehicle Safety Operations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,501 - $114,201
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Successful candidate will be required to attend in-office a minimum of three days per week.
Classification	APS Level 6
Position Number	46974
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Vehicle Safety Operations Branch is Australia's national vehicle standards regulator. We work to enhance vehicle safety, emissions control and anti-theft protection to ensure the Australian vehicle fleet is safe and efficient. From 1 July 2021 the Road Vehicle Standards Act 2018 (RVSA) has been in force. This legislation sets vehicle standards for all new vehicles entering the Australian market and regulates the supply to the market of used vehicles.

The Application Assessment and Approval section is responsible for the regulation of the Road Vehicle Standards Act 2018 by assessing certain applications to ensure the criteria for approval are met and providing support to businesses and individuals to provide road vehicles to the Australian market.

The Team Leader ROVER Level 1 Support leads the client focused ROVER Level 1 Support team, the first contact point for industry, businesses and individuals contacting the department in relation to the Road Vehicle Standards. ROVER Level 1 Support consists of a public facing call centre and a public mailbox.

The Team Leader ROVER Level 1 Support officer will:

- contribute to planning and monitoring of work processes for the team
- identify development and learning opportunities for staff and delegate tasks effectively
- foster a cohesive team culture that encourages openness, honesty and knowledge sharing
- consistently demonstrate and encourage team members to demonstrate the appropriate standards of ethical and professional behaviour.

Duties

What will you do?

The tasks of the Team Leader ROVER Level 1 Support include:

- managing the ROVER Level 1 Support team which includes a call centre with up to 7 staff and a high-volume inbox
- oversight and maintenance of up-to-date scripts and templates
- developing and implementing training materials for ROVER Level 1
- responding to complex emails and calls as secondary escalation point
- engaging with stakeholders about their applications and the related policy and standards
- contributing to operational discussions in relation to the Road Vehicle Standards Act 2018 and Road Vehicle Standards Rules 2019
- providing statistical and other reporting as necessary
- preparing executive briefing material and analytical reports relating to issues identified through ROVER Level 1
- contributing new ideas and maximise the benefits of change, including the identification of opportunities to improve the efficiency of business processes
- responding to information and/or legislative requests, such as Freedom of Information requests
- oversight of staffing, performance and development of staff including daily team management and workload management

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS 6 Work level standards.

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

- **Provide quality advice and communicate effectively** by confidently presenting messages in a clear, concise and articulate manner to various audiences
- **Have a growth mindset** with a willingness to continue to learn, develop, and foster an environment for team members to do the same.
- **Operate under broad direction** exercising a considerable degree of independence
- **Build and maintain relationships** with a range of stakeholders, both internal and external, including maintaining arrangements for ongoing coordination, consultation, oversight and reporting
- **Show leadership qualities** and set work tasks that align with the departments strategic objectives and communicate expected outcomes.
- **Drive continuous improvement** through reviewing best practice approaches adopted in both the public and private sectors and regularly reviewing performance to identify opportunities.

Call centre experience is desirable.

We encourage candidates from diverse backgrounds and experiences to apply.

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.

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 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	Catherine Tamburro, 0261367378
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762337

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

Closing Date:Sunday 14 September 2025

Finance, Budget & Governance
Assurance, Integrity, Risk & Governance Integrity, Fraud & Corruption

Job Title	EL1 - Assistant Director - Assurance, Integrity, Risk and Governance Branch
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA, Various locations - TAS TAS, Various locations - WA WA, Various locations - NT NT
Salary	$122,667 - $139,534
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	Minimum in-office 2 days
Classification	Executive Level 1
Position Number	46901
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

We are seeking a talented, professional and experienced EL1 to fill the role of Assistant Director – Integrity, Fraud and Corruption Control Policy.

The Assurance, Governance, Integrity and Risk Branch is responsible for audit/assurance; risk management, business continuity management and insurance; integrity and corporate reporting; governance; and performance reporting, as well as fraud and corruption prevention and detection.

The Branch plays an important role in supporting our divisions to deliver departmental outcomes, build organisational capability and enhance a pro-integrity and positive risk culture.

You will join the Integrity, Fraud and Corruption Control team (IFCCT) to support their work in building a pro-integrity and fraud and corruption awareness culture across the department. The work in the IFCCT is fast-paced and requires balancing competing priorities, while being adaptable

to supporting the overall team where priorities and individual workloads change. The IFCCT investigates integrity related issues, reported instances of alleged fraud and or corruption and develops and implements frameworks to improve the department's integrity and internal fraud and corruption control arrangements.

As Assistant Director, Integrity, Fraud and Corruption Control Policy, you will support the Director and other Assistant Director's and will take a leading role in the ongoing management of the uplift in capability and compliance with the new Commonwealth Fraud and Corruption Control Framework.

To be successful in this position, you should be able to demonstrate strong representation and organisational skills, well-developed communication skills, the ability to work under limited supervision, and the ability to work to set priorities and meet deadlines. You should also have strong project management skills; stakeholder engagement skills and a sound working knowledge of legal frameworks.

Duties

What will you do?

As the Assistant Director, Integrity, Fraud and Corruption Control Policy, you will work in a fast paced, dynamic team, and lead the capability uplift work across the department to improve integrity, fraud and corruption control arrangements within the department. This includes:

- Leading the capability uplift to ensure it meets legislative, policy and legal frameworks – in particular to ensure alignment with the Commonwealth Fraud and Corruption Control Framework July 2024.
- Working with the Director and Chief Investigator to identify vulnerabilities in the department's fraud and corruption control risk assessments and recommend risk mitigations to address immediate or ongoing fraud risks.
- Using a range of internal and external resources, and techniques to gather information and/or evidence to support decisions and recommendations, including preparation of complex high quality written material on sensitive matters.
- Working closely with business areas on recommendations for improving and strengthening fraud and corruption controls as well as undertaking education and awareness activities for Fraud and Corruption Control, support with FAW, Integrity Week, Finance Week etc.
- Promoting ongoing updates to the department's fraud and corruption control governance arrangements and empowering and supporting departmental employees through education and awareness activities related to fraud and corruption control.
- Ability to step in and undertake investigations where, when required – with required qualifications etc
- Support the development of the department's new Integrity Framework and Action Plan (to replace the existing strategy which expires in December 2025) that will flow from the Commonwealth Integrity Strategy – this includes working with the Secretary, Integrity and Risk Champion and other Deputies to identify priority focus areas;

- Support the other Assistant Director's managing the integrity work and provide support to the Director, Assistant Secretary, Chief Financial Officer, Integrity and Risk Champion and Chief Operating Officer to support the finalisation of the Commonwealth Integrity Strategy by the Attorney-General's department (including supporting consultation and communication with our portfolio entities).
- Ensuring record keeping practices are current and effective and compliant with Australian Government requirements.

A merit pool may be established for a period of 18 months from the date of this advertisement as a result of the selection process.

Who are we looking for?

We are looking for high performing candidates who work collaborative and flexibly with the team and other stakeholders to advance the section's priorities and influence best practice. Candidates should be outcomes driven, accountable, resilient, adaptable and have the ability to manage competing priorities.

In particular, you will need the following skills and experience:

- Be well organised and have the ability to effectively prioritise and manage competing priorities, including being flexible with quickly changing priorities.
- Excellent written and verbal communication skills, including the ability to tailor language to different audiences and a high level of attention to detail.
- The ability to distil complex information and quickly identify critical issues to formulate appropriate advice and guidance and make informed decisions.
- Engaging effectively with stakeholders and colleagues and a demonstrated ability to build productive relationships with internal and external stakeholders.
- Always acting with high levels of integrity and professionalism in accordance with APS values and ethical standards.
- Have a growth mindset with a willingness to continue to learn, develop, and foster an environment for your team members to do the same.
- Think strategically, evaluating complex information from a variety of sources to make connections and sound decisions while exercising good judgement.

Qualifications: None required, but willingness to undertake a Cert IV Government Investigations and strong understanding of legal frameworks will be highly regarded.

Legal qualifications are desirable, but candidates with extensive experience working with legislation and legal concepts are welcome to apply, ability to obtain a Certificate IV and / or a Diploma of Government Investigations is desirable.

We encourage candidates from diverse backgrounds and experiences to apply.

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 applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level with Negative Vetting1 preferable. 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.
- **Qualifications**: None required, but ability to obtain a Certificate IV and / or a Diploma of Government Investigations is desirable. A strong understanding of legal frameworks will be highly regarded.

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	Michelle Mant, 0487273806
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762389

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

Closing Date:Thursday 18 September 2025

National Sports Tribunal
National Sports Tribunal -

Job Title	EL2 - Principal Case Manager, National Sports Tribunal Branch
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Canberra ACT
Salary	$144,716 - $173,095
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Brisbane, Melbourne, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Minimum in-office 3 days
Classification	Executive Level 2
Position Number	47007
Agency Website	https://www.infrastructure.gov.au/

Job Description *https://www.infrastructure.gov.au/department/careers*

The opportunity we have available

The National Sports Tribunal (NST) is a key part of the Australian Government's sport integrity strategy, providing a fair and transparent forum for resolving sporting disputes in Australia.

We offer a range of dispute resolution options – arbitration, mediation, conciliation and case appraisal – to help national level sporting bodies and their participants resolve disputes efficiently and affordably.

The NST is seeking applications from suitably qualified candidates to be appointed as the Principal Case Manager to support the NST's strategic and operational priorities.

Duties

What will you do?

This role has two primary functions, to provide case management services and support for matters coming before the National Sports Tribunal (NST); and provide support to NST operations.

Key Responsibilities:

Case Management

- Lead case management services and support in respect of disputes before the NST
- Provide timely, accurate and consistent information and advice on the NST's jurisdiction and processes.
- Supervise case managers in providing support for matters coming before the NST; particularly with respect to legal issues and complex jurisdictional matters.
- Assist in managing Preliminary Conferences.
- Review and analyse applications to determine if they meet the NST's statutory requirements.
- Communicate with parties about processes, timeframes and requirements.
- Liaise with NST Members to ensure the smooth and efficient management of disputes.
- Conduct research and analysis of issues for NST Members from time to time.
- Ensure compliance with workflow tracking of matters including maintaining records and files in TRIM, arranging hearing room facilities, translation services, transcription services, etc.
- Contribute to strategic solutions, problem solving and issues management in relation to client service delivery.

Operations and Stakeholder Support

Working with the Deputy CEO:

- Provide analysis of the NST's policies, as well as the dispute resolution policies of NSOs and peak bodies.
- Liaise and engage with stakeholders in the sport sector, including National Sporting Organisations, and sport Peak Bodies.
- Provide informed advice on amending and improving NSO governance and policy arrangements that interact with dispute resolution processes.
- Encourage relationships with relevant government agencies to support continual learning and development of strategies that support the sports sector
- Assist in leading activities and projects to support and promote the efficient and effective operation of the NST, including procurement, contract and stakeholder management.
- Prepare a range of written materials for different audiences including correspondence, file notes, briefings.
- Other duties as required.

Who are we looking for?

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

- Legal qualifications and experience working in a legal setting or tribunal.
- Knowledge and experience in working with the Australian sporting sector.
- Understanding of dispute resolution in the context of sport and the Australian sports integrity framework.
- Written and verbal communication skills of a high order, including strong interpersonal skills and ability to develop and maintain effective internal and external working relationships.
- Ability to interpret and apply legislation.
- Strong analytical and problem solving skills with a strong attention to detail and sound judgement.
- Excellent planning and organisational skills, including the ability to manage competing priorities and tight deadlines and deliver work to a high standard.
- Demonstrated personal drive, integrity and professionalism.
- Ability to work independently and collaboratively to produce high quality work.
- Demonstrated ability to lead and support team members, including the ability to develop capability through coaching and mentoring.

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 applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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 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	Glenn Turnor, 0472 562 102
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762439

High Speed Rail Authority

Closing Date:Sunday 21 September 2025

High Speed Rail Authority
General Counsel & Governance General Counsel

Job Title	Senior Lawyer, Procurement, Probity & Contracts
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Canberra ACT
Salary	$144,716 - $162,627
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	Executive Level 2
Position Number	121599
Agency Website	

Job Description

meera.panicker@hsra.gov.au

Senior Lawyer, Procurement, Probity & Contracts

- **Entity : High Speed Rail Authority**

- **Location : Sydney or Canberra**
- **Duration : Non-Ongoing - 12 to 24 months Temporary Fixed Term**
- **Salary Range : $144,716 to $162,627 Base plus 15.5% Super**

The Australian Government is planning a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast. As **Senior Lawyer – Procurement, Probity and Contracts** for the Australian Government's High Speed Rail Authority, you'll lead legal oversight of procurement and contracting processes and play a critical role in promoting ethical and sound procurement outcomes and practices across a nationally significant program.

Duties

About the Role

This is a strategic legal position focused on safeguarding procurement integrity and contractual excellence. You'll be instrumental in embedding probity, risk management, and legal rigour into every stage of the Authority's sourcing and contracting lifecycle.

- Provide commercially sound expert legal advice on Commonwealth procurement, contracting, and probity
- Manage legal risks across tendering, contract formation, and supplier engagement
- Design and implement probity plan for sensitive or high-value procurements
- Draft, review, and negotiate complex Commonwealth contracts and procurement documentation
- Collaborate with internal teams and external advisors to ensure defensible procurement processes

Your Impact

Your legal expertise will underpin the Authority's commitment to transparency, value-for-money, and ethical conduct.

- Deliver authoritative legal guidance aligned with PGPA Act and Commonwealth Procurement Rules
- Promote ethical procurement practices and APS probity principles
- Develop standard templates and model clauses for consistent contracting
- Provide training and support to stakeholders on procurement obligations and best practices
- Contribute to strategic sourcing initiatives and procurement reform

About You

You’re a seasoned legal professional with deep expertise in government procurement and contract law. You bring:

- Extensive knowledge of Commonwealth Procurement Rules and PGPA Act
- Proven experience in legal risk management, probity, and contract negotiation
- Strong stakeholder engagement and communication skills
- A commitment to ethical leadership and public sector values

Eligibility

Position eligibility

In addition to the above key capabilities, to be eligible for this position you must:

· Have 5+ years PQE and current Legal Practising Certificate

· Be an Australian citizen

· Baseline Security Clearance preferred

· Satisfy a National Coordinated Criminal History Check

Notes

Why Join Us

At the High-Speed Rail Authority, you’ll help shape the systems that support Australia’s proposed future high speed rail network. We offer:

o A purpose-driven culture focused on integrity and innovation

o Opportunities to influence procurement strategy and legal governance

o Flexibility, growth, and meaningful work

Commitment to learning and development

o Support for relevant learning, training and study assistance for staff’s professional development

o Flexibility, growth, and meaningful work.

Competitive salary and superannuation

o $144,716 - $162,627 plus 15.4% superannuation [SCC1]

Generous working conditions and leave

o Flexible working arrangements available

o 4 weeks annual leave

o 20 days personal/carers leave per annum

o Flex time arrangements

Focus on employee health and wellbeing

o Free annual flu vaccinations

o Fitness passport

o EAP services

Ready to Lead with Integrity?

Apply now and help shape Australia's future.

Submit an online application by **11:59 pm (AEDT) Sunday, 21st September 2025**. As part of your application, you will need to provide:

· Your resume and cover letter

· A statement (up to 500-words maximum) with examples describing

o **why you wish to join High Speed Rail Authority and**

o **what unique capability you will bring to the role**

Any questions about the role should be directed to **Meera Panicker** via email on **meera.panicker@hsra.gov.au** with the position title in the subject line.

Merit Pool

A merit pool of suitable candidates may be created from this selection process. Suitable candidates placed on the merit pool may be contacted in relation to identical or similar vacancies on an ongoing basis at High Speed Rail Authority, or the broader APS, within 18 months from the start date of this advertisement.

About the High Speed Rail Authority

The Australian Government is planning a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast. The High Speed Rail Authority, an independent corporate Commonwealth entity, has been tasked with developing this national network. Stage 1 would connect Newcastle to Sydney on a dedicated new railway line with new world-class trains capable of travelling up to 320km/h. High speed rail stations would be built in central Newcastle, on the Central Coast and in central Sydney. Other stations are also under consideration. Journeys would be at least twice as fast as now – it would take about an hour to get from Newcastle to Sydney and about 30 minutes from the Central Coast to Newcastle or to Sydney. As the proposed network expands, further regions and communities would be connected by high speed rail. A journey from Canberra to Sydney would take about 90 minutes, while it would take about four hours to travel from Melbourne to Sydney or from Sydney to Brisbane.

To Apply

Position Contact	Meera Panicker, 0451503205
Agency Recruitment Site	meera.panicker@hsra.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762442

High Speed Rail Authority

Closing Date:Sunday 21 September 2025

High Speed Rail Authority
General Counsel & Governance General Counsel

Job Title	Senior Lawyer, Legal Operations & Compliance
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$144,716 - $162,627
Future Merit Locations	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	Executive Level 2
Position Number	121598
Agency Website	

Job Description

meera.panicker@hsra.gov.au

Senior Lawyer, Procurement, Probity & Contracts

- **Entity : High Speed Rail Authority**
- **Location : Sydney or Canberra**
- **Duration : Non-Ongoing - 12 to 24 months Temporary Fixed Term**
- **Salary Range : $144,716 to $162,627 Base plus 15.5% Super**

The Australian Government is planning a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast. As **Senior Lawyer – Procurement, Probity and Contracts** for the Australian Government's High Speed Rail Authority, you'll lead legal oversight of procurement and contracting processes and play a critical role in promoting ethical and sound procurement outcomes and practices across a nationally significant program.

Duties

About the Role

This is a strategic legal position focused on safeguarding procurement integrity and contractual excellence. You'll be instrumental in embedding probity, risk management, and legal rigour into every stage of the Authority's sourcing and contracting lifecycle.

- Provide commercially sound expert legal advice on Commonwealth procurement, contracting, and probity
- Manage legal risks across tendering, contract formation, and supplier engagement
- Design and implement probity plan for sensitive or high-value procurements
- Draft, review, and negotiate complex Commonwealth contracts and procurement documentation
- Collaborate with internal teams and external advisors to ensure defensible procurement processes

Your Impact

Your legal expertise will underpin the Authority's commitment to transparency, value-for-money, and ethical conduct.

- Deliver authoritative legal guidance aligned with PGPA Act and Commonwealth Procurement Rules
- Promote ethical procurement practices and APS probity principles
- Develop standard templates and model clauses for consistent contracting
- Provide training and support to stakeholders on procurement obligations and best practices
- Contribute to strategic sourcing initiatives and procurement reform

About You

You're a seasoned legal professional with deep expertise in government procurement and contract law. You bring:

- Extensive knowledge of Commonwealth Procurement Rules and PGPA Act
- Proven experience in legal risk management, probity, and contract negotiation
- Strong stakeholder engagement and communication skills
- A commitment to ethical leadership and public sector values

Eligibility

Position eligibility

In addition to the above key capabilities, to be eligible for this position you must:

- Have 5+ years PQE and current Legal Practising Certificate
- Be an Australian citizen
- Baseline Security Clearance preferred
- Satisfy a National Coordinated Criminal History Check

Notes

About Us

The High Speed Rail Authority, an independent corporate Commonwealth entity, has been tasked with developing a national high speed rail network.

Stage 1 would connect Newcastle to Sydney on a dedicated new railway line with new world-class trains capable of travelling up to 320km/h. High speed rail stations would be built in central Newcastle, on the Central Coast and in central Sydney. Other stations are also under consideration.

Journeys would be at least twice as fast as now – it would take about an hour to get from Newcastle to Sydney and about 30 minutes from the Central Coast to Newcastle or to Sydney.

As the proposed network expands, further regions and communities would be connected by high speed rail.

A journey from Canberra to Sydney would take about 90 minutes, while it would take about four hours to travel from Melbourne to Sydney or from Sydney to Brisbane.

Why Join Us

At the High-Speed Rail Authority, you'll help shape the systems that support Australia's proposed future high speed rail network. We offer:

- A purpose-driven culture focused on integrity and innovation
- Opportunities to influence procurement strategy and legal governance
- Flexibility, growth, and meaningful work

Commitment to learning and development

- Support for relevant learning, training and study assistance for staff's professional development
- Flexibility, growth, and meaningful work.

Competitive salary and superannuation

- $144,716 - $162,627 plus 15.4% superannuation

Generous working conditions and leave

- Flexible working arrangements available
- 4 weeks annual leave
- 20 days personal/carers leave per annum
- Flex time arrangements

Focus on employee health and wellbeing

- Free annual flu vaccinations
- Fitness passport
- EAP services

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o **what unique capability you will bring to the role**

Any questions about the role should be directed to **Meera Panicker** via email on **meera.panicker@hsra.gov.au** with the position title in the subject line.

Merit Pool

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About the High Speed Rail Authority

The Australian Government is planning a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast. The High Speed Rail Authority, an independent corporate Commonwealth entity, has been tasked with developing this national network. Stage 1 would connect Newcastle to Sydney on a dedicated new railway line with new world-class trains capable of travelling up to 320km/h. High speed rail stations would be built in central Newcastle, on the Central Coast and in central Sydney. Other stations are also under consideration. Journeys would be at least twice as fast as now – it would take about an hour to get from Newcastle to Sydney and about 30 minutes from the Central Coast to Newcastle or to Sydney. As the proposed network expands, further regions and communities would be connected by high speed rail. A journey from Canberra to Sydney would take about 90 minutes, while it would take about four hours to travel from Melbourne to Sydney or from Sydney to Brisbane.

To Apply

Position Contact	Meera Panicker, 0451503205
Agency Recruitment Site	meera.panicker@hsra.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762444

High Speed Rail Authority

Closing Date:Sunday 21 September 2025

High Speed Rail Authority
General Counsel & Governance General Counsel

Job Title	Enterprise Risk Manager
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
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
Classification	Executive Level 2
Position Number	121597
Agency Website	

Job Description

meera.panicker@hsra.gov.au

Enterprise Risk Manager

- **Entity : High Speed Rail Authority**
- **Location : Sydney or Canberra**
- **Duration : Non-Ongoing - 12 to 24 months Temporary Fixed Term**
- **Salary Range : $144,716 to $162,627 Base plus 15.5% Super**

The Australian Government is planning a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast. As **Enterprise Risk Manager** for the Australian Government's High Speed Rail Authority, you'll embed strategic risk thinking across the organisation, ensuring governance, compliance and ethical standards are upheld at every level.

Duties

About the Role

This is a leadership role that blends strategic foresight with operational rigour. You'll guide the development and implementation of risk frameworks that support confident decision-making and resilient project delivery.

- Lead the design and continuous improvement of the HSRA's risk management framework
- Advise senior executives and governance bodies on enterprise, operational, and project-level risks
- Define and monitor risk appetite and tolerance across the organisation
- Oversee internal audit activities and compliance with public sector policies and legislation
- Champion a strong risk culture and ethical conduct across all functions

Your Impact

You will be instrumental in building a transparent, accountable, and future-ready organisation.

- Evaluate and report on risk control effectiveness and cultural maturity
- Develop policies on fraud, corruption, conflicts of interest, and ethical behaviour
- Integrate risk management into broader policy frameworks and operational systems
- Deliver risk intelligence through dashboards, reports, and performance metrics
- Build capability through training, mentoring, and stakeholder engagement

About You

You're a strategic thinker with deep expertise in public sector risk, governance, and compliance. You bring:

- Proven experience in enterprise risk management and internal audit
- Strong understanding of public sector governance frameworks and ethical standards
- Ability to interpret complex data and deliver actionable insights
- Excellent communication and stakeholder engagement skills
- A collaborative leadership style and commitment to continuous improvement

Eligibility

Position Eligibility

In addition to the above key capabilities, to be eligible for this position you must:

- Have 5+ years of experience working in well-recognised and established infrastructure, rail, engineering or consultancy practices
- Exposure to large government projects and procurement activities, delivering and supporting enterprise wide risk management initiatives
- Be an Australian citizen
- Baseline Security Clearance preferred
- Satisfy a National Coordinated Criminal History Check

Notes

About Us

The High Speed Rail Authority, an independent corporate Commonwealth entity, has been tasked with developing a national high speed rail network.

Stage 1 would connect Newcastle to Sydney on a dedicated new railway line with new world-class trains capable of travelling up to 320km/h. High speed rail stations would be built in central Newcastle, on the Central Coast and in central Sydney. Other stations are also under consideration.

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A journey from Canberra to Sydney would take about 90 minutes, while it would take about four hours to travel from Melbourne to Sydney or from Sydney to Brisbane.

Why Join Us

At the High-Speed Rail Authority, you'll help shape the systems that support Australia's proposed future high speed rail network. We offer:

· A purpose-driven culture focused on integrity and innovation

· Opportunities to influence national governance and risk strategy

· Flexibility, growth, and meaningful work

Commitment to learning and development

- Support for relevant learning, training and study assistance for staff's professional development
- Flexibility, growth, and meaningful work.

Competitive salary and superannuation

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Generous working conditions and leave

- Flexible working arrangements available
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o **what unique capability you will bring to the role**

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Merit Pool

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About the High Speed Rail Authority

The Australian Government is planning a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast. The High Speed Rail Authority, an independent corporate Commonwealth entity, has been tasked with developing this national network. Stage 1 would connect Newcastle to Sydney on a dedicated new railway line with new world-class trains capable of travelling up to 320km/h. High speed rail stations would be built in central Newcastle, on the Central Coast and in central Sydney. Other stations are also under consideration. Journeys would be at least twice as fast as now – it would take about an hour to get from Newcastle to Sydney and about 30 minutes from the Central Coast to Newcastle or to Sydney. As the proposed network expands, further regions and communities would be connected by high speed rail. A journey from Canberra to Sydney would take about 90 minutes, while it would take about four hours to travel from Melbourne to Sydney or from Sydney to Brisbane.

To Apply

Position Contact	Meera Panicker, 0451503205
Agency Recruitment Site	meera.panicker@hsra.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762486

Museum of Australian Democracy - Old Parliament House

Closing Date:Monday 15 September 2025

Capital Projects and Built Heritage Curatorial and Interpretation

Job Title	Project and Heritage Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$94,563 - $105,910
Future Merit Locations	Canberra, Parkes
Office Arrangement	On Site
Office Arrangement Details	Onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA
Classification	APS Level 6
Position Number	40013
Agency Website	

Job Description

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

Reporting to the Manager of Strategic Projects, the Project Coordinator will play a key role in the successful delivery of the Museum's ongoing capital works program.

This position will be part of a small team responsible for planning and delivery of capital works, with a focus on managing major refurbishment and restoration projects and upgrading of the building infrastructure, whilst ensuring the preservation of heritage values, and compliance with the Environmental Protection and Biodiversity Conservations Act (EPBC Act), the Old Parliament House and Curtilage Heritage Management Plan (2021- 26) (HMP), and the OPH Heritage Strategy (OPHHS).

Duties

Under direction from the Managers of Strategic Projects and Built Heritage, and within tight deadlines, the Project Coordinator will be expected to:

• Coordinate all aspects of the day-to-day management of capital projects, including works, contractors, schedules, heritage, budget and quality control and communication.

• Develop and assist with the preparation and review of project and heritage documentation and procurement processes, to achieve project delivery while protecting heritage values.

• Assist with research for Actions Proposals and provide constructive feedback to stakeholders for final review and approval by managers.

• Review trade packages prior to tender and assess trade recommendations, seeking value for money outcomes in line with Commonwealth Procurement Rules and heritage compliance.

• Prepare reports to key management groups such as the Actions Committee, the Project Steering Committee, the MoAD Board and its Audit, Fraud and Risk Committee.

• Coordinate project budgets including cost plans, progress claims, financial spreadsheets, project expenditure, budget reconciliation, business cases and variations.

• Ensure project records are accurate, transparent and up to date and stored in accordance with MoAD's document management systems.

• Develop, coordinate and maintain stakeholder relationships to achieve desired outcomes and prepare communications to staff and tenants on the progression of project works and to notify of works that will impact museum operations.

Eligibility

To be eligible for this position at MoAD, applicants must:

• be an Australian Citizen;

• have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement); and

• be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is a non-ongoing opportunity for a period of up to 2 years.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term.

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Fiona Wood, 02 6270 8242
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762541

Museum of Australian Democracy - Old Parliament House

Closing Date:Tuesday 30 June 2026

Job Title	Temporary Register - Casual Visitor & Education Engagement
Job Type	Casual, Non-Ongoing
Location	Parkes ACT
Salary	$66,975 - $66,975
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	Onsite attendance is required.
Classification	APS Level 3
Position Number	Several
Agency Website	

Job Description

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

Housed in one of Australia's most prominent national heritage listed buildings, the Museum of Australian Democracy (MoAD) at Old Parliament House was the first museum in Australia dedicated to telling the story of the journey of our democracy. It seeks to provide a range of

innovative exhibitions, tours, interpretation, education programs and public activities that will inspire and challenge visitors to explore democracy from its ancient roots to the present day and possible futures.

These positions work under general supervision and involve engaging with our diverse audiences in a range of ways to enhance their experience at the museum.

Common requirements for these positions include good people skills and the ability to give presentations that may involve standing for long periods of time.

Some of these positions involve wearing a uniform.

All positions are required to support compliance with agency security and heritage requirements.

Successful applicants may work in one or more of the below positions, depending on your skills and experience, and the availability of shifts.

Duties

Learning Facilitator

The Learning team plays a key role in providing programs to over 90,000 students per year. As a member of the team, you will have excellent people skills, enjoy working with students of all ages and backgrounds, have a strong empathy for the vision and purpose of MoAD and have a sound knowledge of Australian political history and experience with working with students.

Duties:

• Present high quality education programs onsite and online.

• Ensure learning spaces and equipment are made ready for use.

• Assist with project work, as required.

• Support MoAD public programs.

Museum Experience Officer

The Museum Experience Team works with around 200,000 general visitors to the museum each year, from arrival to exit. The team manages our Receptions and the MoAD Shop, conducts tours, manages public enquiries online and onsite, and develops and supports other museum public programs including events.

Duties:

• Provide high quality interactions with museum visitors, including entry management, providing information to promote current museum programs, retail sales and handling telephone calls.

• Deliver and support a range of museum public programs including tours, events and facilitating activities in exhibition spaces. Occasional after-hours work may be required.

• Support and provide general direction to volunteers to ensure that their role is carried out effectively and is aligned with the museum's objectives.

• Engage in productive working relationships that add value to service delivery

Museum Engagement Facilitator

The Museum Engagement Team provides award-winning experiences for visitors at MoAD. Museum Engagement Facilitators engage with adults and children to deliver a suite of informal learning experiences in a range of spaces around the museum. Families make up around one third of the museum's general visitors. Facilitators will primarily work in the PlayUP exhibition developing and delivering a variety of experiences for families, as well as conduct brief research and evaluation.

Duties:

• Provide high quality engagement opportunities for museum visitors including facilitating informal learning with children and adults in the PlayUP exhibition and other museum spaces.

• Manage set up and pack down of craft activities, and exhibition resets as required.

• Assist with the development of new experiences including undertaking basic research and analysis

To be successful in these positions you will be able to demonstrate or provide evidence to support your ability to:

• Work effectively within a small team, share knowledge, show initiative and take responsibility for personal development.

• Demonstrate excellent people skills, enjoy working with visitors of all ages and have the ability to deliver and support a range of engaging public programs.

• Demonstrated strong interpersonal skills with the ability to build and maintain effective working relationships; and

• Be responsive and flexible in meeting changing priorities.

Eligibility

To be eligible for this position at MoAD, applicants must:

• be an Australian Citizen; and

• have a baseline security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement).

• Working with Vulnerable People – Current WwVP card

• be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This register is to fill casual employment opportunities only.

Please note that this register is an expression of interest only and does not guarantee that an offer of employment will be made. You may be contacted if a vacancy arises that matches your skills and experience.

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Recruitment Officer, 02 6270 8235
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

This notice is part of the electronic Public Service Gazette PS35 Weekly Gazette Thursday (Vacancy Notices) - 04 September 2025.pdf Published by Australian Public Service Commission.

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762587

Museum of Australian Democracy - Old Parliament House

Closing Date:Sunday 21 September 2025

Facilities, Security & Heritage Facilities

Job Title	Casual Event AV Technician
Job Type	Casual, Non-Ongoing
Location	Parkes ACT
Salary	$75,385 - $75,385
Future Merit Locations	Canberra, Parkes
Office Arrangement	On Site
Office Arrangement Details	Onsite attendance is required.
Classification	APS Level 4
Position Number	40014
Agency Website	

Job Description

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

Working alongside the broader MoAD and Facilities team, the casual Event AV Technician is responsible for setting up, operating, and maintaining audio-visual equipment for various onsite events. This includes onsite activities, public programs, corporate clients, and an onsite contracted catering provider. This role involves working with a wide range of AV equipment such as audio, video, lighting and live streaming equipment to ensure seamless event execution.

The Technician must have strong technical skills, attention to detail, and the ability to work under pressure. Excellent communication and problem-solving abilities are also essential, as the role often involves interacting with clients and addressing their needs promptly. The role collaborates with and is supported by broader MoAD teams and external contractors during peak event periods.

Due to the sporadic nature of events requiring AV support, applicants must have the flexibility to work weekends and evenings (sometimes at short notice). Flexible hours are frequent requirements of the position.

Duties

Under the direction of MoAD's Events AV & Multimedia Technician you will be required to deliver these key duties:

• Equipment setup and operation: Setting up AV equipment according to event requirements, ensuring all devices are functioning correctly, and operating them during events.

• Troubleshooting: Quickly identifying and resolving any technical issues that arise during events to minimise disruptions.

• Coordination: Collaborating with event organisers, speakers, and performers to understand their AV needs and ensure all requirements are met.

• Technical Support: Providing on-site technical support and guidance to clients and staff in the lead up and during events.

• Administration: Scheduling equipment usage, event quoting, maintaining records of equipment maintenance and repairs, and capturing event data around AV use for analysis and reporting.

• Other duties as assigned.

Eligibility

To be eligible for this position at MoAD, applicants must:

• be an Australian Citizen; and

• have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement).

• be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

MoAD seeks to establish a pool of skilled Event AV Technicians. The work is of a casual and intermittent nature, and there is no guarantee of work in any given period.

Due to the sporadic nature of events requiring AV support, applicants must have the flexibility to work weekends and evenings (sometimes at short notice). Flexible hours are frequent requirements of the position.

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Allan Dantas, 02 6270 8235
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Prime Minister and Cabinet

Vacancy VN-0762368

Aboriginal Hostels Limited

Closing Date:Sunday 14 September 2025

NSW Operations
Durungaling Hostel, Newcastle, NSW

Job Title	Cook
Job Type	Part-Time, Ongoing
Location	Newcastle NSW
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	On Site
Office Arrangement Details	Onsite
Classification	APS Level 2
Position Number	5019
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Join Our Team and Make a Difference!

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Cook to join our team and help create a safe, clean, and welcoming environment at our Durungaling Hostel, Newcastle, NSW. The cook position is for someone who is available to work 60 hours a fortnight. This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a stable job in a supportive team where your efforts truly matter, we'd love to hear from you.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service.

What We Offer:

• **Competitive Pay & Benefits**: $59,520 - $64,877 per annum (pro-rated for part-time). You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.

• **Job Security & Career Growth**: Enjoy stable, ongoing 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.

• **Work pattern** for the Cook role (60 hours/fortnight) covers 11:30am to 06:30pm shifts, Monday to Friday

• **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.

• **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 issues.

Duties

- Undertake routine kitchen tasks including:
- Prepare meals in accordance with AHL's set menus, Food Safety Standards Australia and other relevant legislation
- Stocktake management – rotate, receive and monitor food and kitchen supplies
- Ensure the kitchen is cleaned to standard
- Prepare and clean the dining rooms for residents.

What We're Looking for in a Cook:

- Experience in meal preparation in an industry-based environment, ensuring the safe production of quality food without compromise to Food Safety Standards Australia.
- Experience in commercial cookery, and the ability to manage stock rotation while ensuring timely service and hygiene of cooking equipment.

- Good understanding of cleanliness and health standards required whilst preparing food at the workstation.

Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain relevant qualifications
- Maintain or hold a Working with Children's Card NSW

Notes

How to Apply:

• Complete the Application Form on our website Work with us | Aboriginal Hostels Limited (ahl.gov.au)

• Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST by Sunday 14 September 2025. Please include your name and the job reference (VN-0762368) in the subject of your email.

• For any questions about the role please contact Carla Wills: 0460 111 106 or jobs@ahl.gov.au

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 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	Carla Wills, 0460 111 106
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0762173

Department of the Prime Minister and Cabinet

Closing Date:Sunday 14 September 2025

Resilience and Crisis Management
Resilience, Recovery & Response Crisis Planning & Response

Job Title	Senior Adviser, Crisis Planning and Response
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$147,052 - $175,016
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 2
Position Number	PMC/2025/099
Agency Website	

Job Description

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

Who we are

The Resilience and Crisis Management Division within PM&C provides high quality advice and support to the Prime Minister and the Cabinet on national preparedness and resilience issues and supports whole-of-government and national coordination of emergency management. Our mission is to create a safer, more resilient nation.

What you will do

You will lead the Crisis Planning and Response Team to drive reforms to whole-of-Australian Government strategic all-hazards crisis management response arrangements and capabilities to support alignment with emerging hazard risks and the expectations of the Australian Government and community.

The Senior Adviser, Crisis Planning and Response Team, is responsible for the Australian Government Crisis Management Framework (AGCMF), the Crisis Arrangements Committee secretariat, as well as PM&C's Crisis Management function, including management of the PM&C Duty Officer.

In a crisis, the Senior Adviser, Crisis Planning and Response Team, represents the department at Australian Government and national crisis meetings, provide situational updates to relevant PM&C SES and the PMO, and supports the PM's role in crisis through formal and informal briefings. The team also shadows the National Emergency Management Agency's emergency management and response functions.

We are seeking a highly motivated and experienced candidate to lead the Crisis Planning and Response Team and work with a range of internal and external stakeholders to support the department and senior executives plan for, and respond to crises. This is an opportunity to make your mark as part of a division in the important and cross-cutting area of crisis management.

The Crisis Planning and Response Team forms part of the Resilience and Crisis Management Division (RCMD). RCMD provides high quality advice and support to the Prime Minister and the Cabinet, including through whole-of-government coordination of emergency management and national resilience. Our key partners include the National Emergency Management Agency (NEMA), the Department of Home Affairs, the Department of Foreign Affairs and Trade (DFAT), Attorney-General's Department, Defence and other Central Agencies.

Duties

We are looking for an energetic, innovative, forward-looking individual who is able to support the team, RCMD and senior leadership during periods of domestic and international crisis, and drive forward critical policy and program work.

The Senior Adviser, Crisis Planning and Response Team, is one of the main points of contact for crisis management and is required to work closely with colleagues at DFAT and NEMA. Experience in dealing with domestic and international crises is desirable.

We are seeking candidates who possess:

- Experience in domestic policy, program delivery and/or stakeholder engagement.
- Experience in dealing with domestic and/or international crises and an understanding of
- Australia’s crisis arrangements is desirable.
- A proven ability to collaborate and cooperate.
- An understanding of government processes including budget, policy development, strategy, planning and decision making.
- Experience in a Centrals shadowing function is desirable.
- An ability to apply judgement in formulating advice to the Government.
- An ability to keep calm under pressure and focused on outcomes – including the flexibility to support PM&C response to crises and other urgent priorities.
- A drive to deliver quality outcomes for the Australian public and Government and to help colleagues in our partner agencies to do the same.
- Innovation, curiosity and comfort in both expressing views and valuing the views of others.
- Experience managing staff to deliver high quality advice while progressing key initiatives and priorities for the department.
- An existing NV2 security clearance or willingness to acquire one.

The Senior Adviser, Crisis Planning and Response Team is responsible for managing the PM&C Crisis Duty Officer function which involves regular reporting on crises of significance to the PM&C Senior Executive and the Prime Minister’s Office which may require working outside of usual business hours.

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

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 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	Jason Dymowski, (02) 6228 6651
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0762465

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 17 September 2025

Digitial, Security and Workplace Operations Division
Digital Strategy and Architecture Branch ICT Infrastructure

Job Title	Assistant Director, ICT Infrastructure Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,342 - $143,993
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 1
Position Number	PMC/2025/101
Agency Website	

Job Description

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

Who we are

The Digital, Security and Workplace Operations Division (DSWOD) is seeking an experienced ICT Infrastructure Manager to lead one half of our ICT Infrastructure team, with a focus on front-facing services and balancing technical oversight with strong team leadership to deliver high-quality, reliable, and secure ICT services to support the critical operations of the Department.

In this role, you will oversee the front-facing services, including enterprise email, endpoint management, unified communications, and associated infrastructure capabilities. Working closely with a peer EL1 responsible for back-end services to lead distinct areas while contributing to the success of the broader team, you will be a key contributor to maintaining the Department's high standard of service delivery, operational resilience, and security posture.

What you will do

Some of the key duties of the role include:

- Lead and manage the front-facing ICT infrastructure services team, including workforce planning, task prioritisation, and performance management
- Oversee the reliable and secure operation of enterprise email services, ensuring smooth mail flow and effective service delivery
- Manage the Department's email gateway platform (e.g. Cisco IronPort or equivalent), ensuring effective threat detection, filtering, and mail security.
- Provide strategic oversight of endpoint management capabilities (e.g. Microsoft Intune), ensuring device compliance, patching, and lifecycle management
- Provide leadership and oversight of unified communications services (e.g. Microsoft Teams)
- Build strong relationships with stakeholders, ensuring technical services meet business needs and are communicated in clear, accessible language
- Collaborate with your EL1 counterpart to ensure seamless integration of front-end and back-end infrastructure services
- Drive continuous improvement, including the adoption of best practices, automation, and enhanced monitoring capabilities
- Ensure all services comply with relevant government security, compliance, and operational frameworks.

Duties

What you will bring

We are seeking a leader who can combine sound technical knowledge with excellent people and stakeholder management skills.

To be successful, you will have:

- Strong leadership skills, with a proven ability to manage, mentor, and develop technical teams
- Excellent communication skills, with the ability to translate complex technical concepts into clear, business-relevant language
- Proven ability to manage competing priorities in a high-pressure operational environment
- Demonstrated experience managing enterprise-scale messaging and collaboration platforms, with strong capability in Microsoft Exchange and Microsoft 365
- Proven experience managing enterprise email gateway platforms, including configuration, maintenance, and security
- Capability in endpoint management tools and strategies, such as Microsoft Intune or similar.

Desirable skills and experience:

- Experience in government or similarly regulated environments, with an understanding of ISM, PSPF, or Essential Eight compliance
- Experience with ITIL-aligned service delivery and operational management practices
- Exposure to automation and scripting for service management and operational efficiency

- Project management experience, particularly in ICT infrastructure projects.

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 agency.

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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	Adam Rosagrata, (02) 6228 6968
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0762467

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 17 September 2025

Defence and Veterans' Service Commission
Defence and Veterans' Service Commission Defence and Veterans' Service Commission

Job Title	Human Resources Officer, Defence and Veterans' Service Commission
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,314 - $110,483
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	APS Level 6
Position Number	PMC/2025/102
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) will provide independent oversight and evidence-based advice to government on reforms to improve suicide prevention and wellbeing outcomes for serving and ex-serving Australian Defence Force (ADF) members.

The Interim DVSC currently resides within the Department of the Prime Minister and Cabinet (PM&C) but will commence as a separate entity on 29 September 2025. It is expected that staff will be employed under the Public Service (Terms and Conditions of Employment) (Defence and Veterans' Service Commission) Determination 2025.

The DVSC will be established as a new Non-corporate Commonwealth Entity (NCE) to oversee reform across the whole Defence ecosystem. Establishment of the DVSC is in response to recommendation 122 of the Final Report of the Royal Commission into Defence and Veteran Suicide.

As a new Commonwealth Entity, the DVSC is looking to recruit high performing and dedicated staff from a range of capabilities, who demonstrate integrity, independence and compassion. Key functions of the DVSC include improving supports for serving and ex-serving ADF members, collaborating with coroners to understand issues contributing to defence and veteran deaths by suicide, promoting the understanding of suicide risks for defence members and veterans and factors that can improve the wellbeing of defence members and veterans, including through engaging with people with lived experiences and promoting that lived experience and monitor, and inquire and report on the Commonwealth's implementation of the Government's response to the recommendations of the Defence and Veteran Suicide Royal Commission.

Working at the DVSC

Applicants are encouraged to consider their personal circumstances when applying for this role. The DVSC's areas of focus include monitoring, inquiring and reporting on the prevention of suicide, suicidality and the promotion of wellbeing amongst serving and ex-serving ADF members. We encourage applicants to familiarise themselves with the findings and recommendations of the Royal Commission into Defence and Veteran Suicide Final Report. The DVSC has a proactive wellbeing program in place, if you have any concerns speak to the contact officer before submitting your application.

People and Wellbeing team

The People and Wellbeing team is responsible for delivering strategic and operational Human Resources (HR) functions, security and facilities services. Priorities for this team over the next 12-18 months are the set up of the DVSC HR functions including relevant systems, policies and procedures. The team will embed the Employee Assistance Program (EAP) services, and the proactive Wellbeing Program for staff, and ensure that WHS requirements are consistently satisfied. The team will provide ongoing recruitment support and facilitation of staff on and offboarding. Some services will be delivered via a shared service arrangement, as such liaison with HR, property and security shared service providers will be necessary to ensure high quality and timely services are received.

About the Role

We are seeking a passionate and experienced HR professional to lead and coordinate initiatives that promote and support staff wellbeing at the DVSC. The role will operate under direction of the Director, People and Wellbeing, to design and deploy programs that enhance psychological safety of the DVSC workplace, as well as delivering other core HR functions.

You will:

- Support managers and the executive through providing high-quality advice on HR policy, employment frameworks and workforce matters
- Ensure compliance with workplace health and safety standards, addressing HR-related risks in accordance with legislative requirements
- Coordinate end-to-end recruitment activities in line with the Public Service Act 1999 and DVSC policy
- Support and guide managers in workforce planning, performance management, learning and development, and employee relations
- Lead the development, implementation and evaluation of staff wellbeing strategies, policies and programs
- Partner with internal and external stakeholders to deliver the proactive Wellbeing Program, reactive Employee Assistance Scheme (EAP) initiatives and training
- Monitor, analyse and report on workplace data, including from surveys, to support informed decision making
- Contribute to HR policy development with a focus on continuous improvement
- Ensure the accuracy and integrity of employee records and HR systems, contributing to trusted and accountable HR operation

Duties

Capabilities of our ideal candidate

The occupant of this role demonstrates integrity, independence and compassion while delivering the work of the Commission and has:

- Experience in the HR function within a Commonwealth entity
- Strong understanding of workplace wellbeing principles, psychosocial risk management and relevant legislation, including the Work Health and Safety Act 2011 and the Fair Work Act 2009
- Proven experience in designing and implementing wellbeing or organisational health programs
- Excellent stakeholder engagement skills, with the ability to influence and build trust
- High developed written and verbal communications skills
- Strong analytical skills to interpret and translate data, to produce clear reports and engaging resources
- Sound judgement and sensitivity when handling complex or confidential matters and providing advice to staff, networks, and senior leaders.

Qualifications / Experience

The following is required:

- Experience in a HR role within the APS environment.

The following is desirable:

- Tertiary qualifications/certificates in HR or of similar nature.

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.
- Due to the nature of work the DVSC undertakes, some roles may require staff to obtain and maintain a WWVP registration card, as per the Working with Vulnerable People (Background Checking) Act 2011.

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.

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To Apply

Position Contact	Claudia Garner, n/a
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0762469

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 01 October 2025

Job Title	Defence and Veterans' Service Commissioner
Job Type	Full-Time, Non-Ongoing
Location	Barton ACT
Salary	-
Future Merit Locations	Barton
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Full-time (Flexible working arrangements will be considered)
Classification	Statutory Appointment
Position Number	SOH/2025/001
Agency Website	

Job Description

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

Duties

The Australian Government invites applications from outstanding and suitably qualified leaders to be considered for appointment as the inaugural Defence and Veterans' Service Commissioner.

The Commission is a new, Non-corporate Commonwealth entity created in response to a key recommendation of the Royal Commission into Defence and Veteran Suicide. The Commission's purpose is to provide independent oversight and evidence-based advice to government on system reforms to improve suicide prevention and wellbeing outcomes for serving and ex-serving Australian Defence Force members.

The Commission will commence on 29 September 2025.

The Commissioner will be the accountable authority of the Commission and will be expected to perform their functions independently of government. The Commissioner will provide agency leadership to oversee reform across the whole Defence ecosystem, including exercising the legislative powers and functions as set out in the legislation, and upholding the independence and integrity of the Commission at all times. The Commissioner will develop and maintain effective working relationships and strategic partnerships with a diverse range of stakeholders in the Defence and veterans' ecosystem, including with people with lived experience of suicide and suicidality.

Applicant information

Expressions of interest are invited from eligible and suitably qualified persons. The successful applicant will be appointed as Defence and Veterans' Service Commissioner on a full-time basis and for a period not exceeding five years.

A Candidate Information Pack containing further information about the Commission, the role of the Commissioner, remuneration, eligibility and selection criteria, and details on how to apply, is available on the Department of the Prime Minister and Cabinet website. Applicants are encouraged to view this information pack before submitting their application.

Applications must be submitted using the online recruitment system:

https://www.beaumontandbeaumont.com.au/11531 by 11.30pm AEST on Wednesday, 1 October 2025.

You are required to provide a statement of no more than 1,000 words outlining your background, skills and experience and how they relate to the requirements of the role. You will also need to submit a resume that outlines your career history, qualifications and achievements.

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 agency.

About the Department of the Prime Minister and Cabinet

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To Apply

Position Contact	Lionel Riley, (02) 6126 4500
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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

Prime Minister and Cabinet

Vacancy VN-0762480

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 17 September 2025

Defence and Veterans' Service Commission
Defence and Veterans' Service Commission Defence and Veterans' Service Commission

Job Title	Finance Officer, Defence and Veterans' Service Commission
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,314 - $110,483
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	APS Level 6
Position Number	PMC/2025/103
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) will provide independent oversight and evidence-based advice to government on reforms to improve suicide prevention and wellbeing outcomes for serving and ex-serving Australian Defence Force (ADF) members.

The Interim DVSC currently resides within the Department of the Prime Minister and Cabinet (PM&C) but will commence as a separate entity on 29 September 2025. It is expected that staff will be employed under the Public Service (Terms and Conditions of Employment) (Defence and Veterans' Service Commission) Determination 2025.

The DVSC will be established as a new Non-corporate Commonwealth Entity (NCE) to oversee reform across the whole Defence ecosystem. Establishment of the DVSC is in response to recommendation 122 of the Final Report of the Royal Commission into Defence and Veteran Suicide.

As a new Commonwealth Entity, the DVSC is looking to recruit high performing and dedicated staff from a range of capabilities, who demonstrate integrity, independence and compassion. Key functions of the DVSC include improving supports for serving and ex-serving ADF members, collaborating with coroners to understand issues contributing to defence and veteran deaths by suicide, promoting the understanding of suicide risks for defence members and veterans and factors that can improve the wellbeing of defence members and veterans, including through engaging with people with lived experiences and promoting that lived experience and monitor, and inquire and report on the Commonwealth’s implementation of the Government’s response to the recommendations of the Defence and Veteran Suicide Royal Commission.

Working at the DVSC

Applicants are encouraged to consider their personal circumstances when applying for this role. The DVSC’s areas of focus include monitoring, inquiring and reporting on the prevention of suicide, suicidality and the promotion of wellbeing amongst serving and ex-serving ADF members. We encourage applicants to familiarise themselves with the findings and recommendations of the Royal Commission into Defence and Veteran Suicide Final Report. The DVSC has a proactive wellbeing program in place, if you have any concerns speak to the contact officer before submitting your application.

Governance and Corporate

The Governance and Corporate team is responsible for delivering enabling services that support the operation of the Commission and facilitates the Commission’s compliance with legislation, policies and guidelines as a non-corporate Commonwealth entity.

The section is responsible for managing the efficient and effective operations of the DVSC, across finance, procurement, security, facilities, ICT, information management and governance. The section ensures DVSC's compliance with regulatory requirements and obligations and managing operational risk to protect the Commission’s assets and reputation. It will collaboratively develop and implement the Commission’s strategic framework, and contribute to the delivery of whole of agency priorities, with responsibility for the delivery of the DVSC‘s strategic objectives and strategic projects relating to enabling functions. It provides strategic direction and Commission-wide oversight across its corporate functions and strategic support to the reporting teams. The Section supports efficient resource management and corporate accountability through functions such as financial management, performance reporting, parliamentary services, procurement and facilities management.

About the Role

We are seeking an experienced and motivated Finance Officer to join the DVSC. You will play a key role in the DVSC through managing financial operations, providing high-quality analysis and advice and supporting the DVSC to meet its financial obligations.

You will:

- Set internal budgets and monitor expenditure, provide forecasting and financial reporting
- Prepare monthly, quarterly and annual financial statements as per the Public Governance, Performance and Accountability Act 2013 requirements and Australian Accounting Standards
- Provide specialist financial advice to business areas and the Chief Operating Officer to support effective decision-making
- Coordinate financial input into corporate planning, performance reporting and annual reporting
- Analyse expenditure trends and identify variances, risks and opportunities for efficiency
- Manage financial reconciliations, journals, and end-of-month and year processes including the preparation of financial statements
- Work with the portfolio entity, providing the DVSC’s input for budget publications
- Support the DVSC with costing and liaison with the Department of Finance for new policy proposals
- Support procurement, contract management, and asset management activities in line with the Commonwealth Procurement Rules.

Duties

Capabilities of our ideal candidate

The occupant of this role demonstrates integrity, independence and compassion while delivering the work of the Commission and:

- Strong knowledge of Commonwealth financial management frameworks, including the PGPA Act and Rules
- Experience in budgeting, forecasting and financial reporting for government
- Proficiency in financial systems
- Highly developed analytical and problem-solving skills.
- Strong attention to detail
- Ability to translate financial information for a non-technical audience.

Qualifications / Experience

The following is required:

- Chartered Accountant (CA)/Certified Practising Accountant (CPA) or equivalent
- Demonstrated broad experience in public accounting practices including internal budgeting, financial statements, taxation and asset management
- Experience using a Financial Management Information System
- Excellent written, oral and interpersonal skills, including the communication of financial information in a clear and concise manner.

The following is desirable:

- Experience managing the finance function of a small or extra small Commonwealth government entity.
- Experience using the Commonwealth CBMS system.

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.
- Due to the nature of work the DVSC undertakes, some roles may require staff to obtain and maintain a WWVP registration card, as per the Working with Vulnerable People (Background Checking) Act 2011.

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 agency.

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To Apply

Position Contact	Jack Meehan, n/a
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0762483

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 24 September 2025

Job Title	Chief Executive Officer, National Indigenous Australians Agency
Job Type	Full-Time, Non-Ongoing
Location	Woden ACT
Salary	-
Future Merit Locations	Woden
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements may be considered
Classification	Statutory Appointment
Position Number	SOH/2025/002
Agency Website	

Job Description

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

Who we are

The National Indigenous Australians Agency (NIAA) is committed to improving the lives of all Aboriginal and Torres Strait Islander peoples. The NIAA supports Senator the Hon Malarndirri McCarthy, Minister for Indigenous Australians, and the delivery of the Government's priorities for Indigenous Australians, including working with the Special Envoy for Remote Australia, Ms Marion Scrymgour MP.

The NIAA influences policy development and delivery across the Australian Government and leverages partnerships with State and Territory and local governments, peak bodies and service providers, and Indigenous communities to improve outcomes and opportunities for Aboriginal and Torres Strait Islander people.

It is a large agency (approximately 1500 staff) with a diverse and dispersed workforce across approximately 70 urban, regional and remote locations. Aboriginal and Torres Strait Islander staff make up a quarter of the NIAA's workforce, and nearly 50% of the senior executive service. Just over half of NIAA's workforce is based outside of Canberra.

What we do

The NIAA is responsible for:

- leading and coordinating Commonwealth policy development, program design and implementation and service delivery for Aboriginal and Torres Strait Islander peoples
- providing advice to the Prime Minister and the Minister for Indigenous Australians (the Minister) on whole-of-government priorities for Aboriginal and Torres Strait Islander peoples
- leading and coordinating the development and implementation of Australia's Closing the Gap targets in partnership with State/Territory and Local Governments and Indigenous Australians
- leading Commonwealth activities to promote reconciliation.

You can read the full list of responsibilities in the Executive Order. Read our Corporate Plan to find out more about our priorities and key activities.

Duties

About the role

The CEO is a full-time office, created in accordance with sections 65 to 69 of the *Public Service Act 1999* (PS Act) and heads the NIAA. The NIAA sits within the Prime Minister and Cabinet portfolio, and reports to the Minister and the Secretary of the Department of the Prime Minister and Cabinet.

The CEO of the NIAA is responsible for leading policy, program and delivery reform in line with the Government's commitment to improving the lives of Aboriginal and Torres Strait Islander peoples and communities.

The CEO will lead the NIAA as a contemporary, responsive and fit-for-purpose organisation that delivers on Government's priorities for Aboriginal and Torres Strait Islander peoples through high quality leadership and oversight. The CEO will support effective decision making to ensure the NIAA co-designs and delivers substantial reform. The CEO's influence and advice is critical across government.

The NIAA leads the design, implementation and delivery of policies, strategies and programs that:

- deliver economic empowerment for Aboriginal and Torres Strait Islander peoples, including through remote employment and housing programs
- improve mental health and wellbeing for Aboriginal and Torres Strait Islander peoples
- assist in the maintenance of cultural expression and conservation, and allow Aboriginal and Torres Strait Islander peoples to participate equally in the economic and social life of the nation
- improve the capabilities of Indigenous organisations, and enhance regional governance and local decision-making.

The CEO will lead the Commonwealth Government implementation of the National Agreement on Closing the Gap through partnership and engagement with the Coalition of Aboriginal and Torres Strait Islander Peak Organisations, other Commonwealth portfolios, Aboriginal and Torres Strait Islander representatives, and state and territory governments. This position has a variety of complex and often interrelated policy areas, spanning economic and social matters impacting the lives of Aboriginal and Torres Strait Islander peoples.

Our Ideal Candidate

We are looking for an outstanding CEO with responsibility for the overall strategic direction, governance, performance and policy leadership of the NIAA.

Our ideal candidate will:

- demonstrate exceptional cultural capability and respect
- be committed to the implementation of the National Agreement on Closing the Gap and the Priority Reforms
- be focussed on ensuring economic empowerment of Aboriginal and Torres Strait Islander peoples and communities
- be agile to respond to emerging challenges and opportunities, while driving the strategic priorities for the Government and the NIAA
- be passionate about better understanding the key issues faced by Aboriginal and Torres Strait Islander peoples
- have well-developed organisational and influencing skills
- think strategically, have strong business acumen, be resilient and forward-looking
- be adept at engaging with senior public and private sector stakeholders to build and sustain relationships showing cross-cultural competency
- exhibit strong judgement and professionalism
- demonstrate commitment to and practice of values based leadership that inspires, empowers, and drives positive change.

Selection criteria

The successful candidate for the CEO of the NIAA role must demonstrate how they meet the criteria outlined below.

1. Demonstrates capacity to deliver improved outcomes for Aboriginal and Torres Strait Islander communities

- a strong understanding of the National Agreement on Closing the Gap and capacity to deliver the Government's commitments, including implementation of the four Priority Reforms
- the capacity to deliver the Government's First Nations policy priorities, including the First Nations economic empowerment agenda, and critical services in remote Australia including housing, rangers and food security
- effectively prioritises and mobilises resources to deliver the Government's First Nations agenda nationally, including through persuasive negotiation and facilitating partnerships

2. Demonstrates exceptional cultural capability and respect

- demonstrated ability to work, both formally and informally, in partnership with Aboriginal and Torres Strait Islander peoples and communities, Traditional Owners, community-controlled organisations and sector peaks
- understanding of the issues that are important to Aboriginal and Torres Strait Islander peoples

3. Demonstrates high level leadership and vision

- sets a strategic vision and inspires others to achieve this
- innovative in dealing with issues
- articulates a clear direction for their organisation

4. Manages large and/or complex operations

- achieves results within the context of organisational and/or Government policy
- strong people and stakeholder management skills
- strong financial management, ensuring efficient, effective and ethical use of resources
- understanding of and commitment to quality organisational governance

5. Works with others to meet objectives

- operates collaboratively with others to meet organisational objectives
- cultivates productive relationships
- listens to people and values different perspectives

6. High level of judgement

7. Demonstrates a high standard of professional and personal integrity and capacity to promote these in an organisation.

Remuneration and terms and conditions

The remuneration of the CEO is determined by the independent Remuneration Tribunal. The Remuneration Tribunal has determined that the current total remuneration for the CEO is $627,700 per year, effective from 1 July 2025 (see Remuneration Tribunal (Remuneration and Allowances for Holders of Full time Public Office) Determination 2025 | Remuneration Tribunal).

The terms and conditions of appointment will be as specified in a Letter of Appointment to be issued following appointment by the Minister for Indigenous Australians.

Workplace Health and Safety Advice

The CEO is considered an Officer under the *Work Health and Safety Act 2011* and is required to exercise due diligence in complying with their obligations under this Act.

Delegation Advice

The CEO is required to exercise the appropriate powers, authority, delegations and discretions under the relevant legislation including the *Public Service Act 1999* and the *Public Governance, Performance and Accountability Act 2013*.

The CEO will also be subject to other Commonwealth legislation, including but not limited to, the *Freedom of Information Act 1982* and the *Archives Act 1983*.

Eligibility

You'll need to be an Australian Citizen to work for NIAA.

You'll need to agree to pre-employment screening checks to work for NIAA. You will be required to obtain and maintain a Security clearance at Negative Vetting 2. We may also conduct further integrity checks during your employment.

Identified Position

This position is Identified which signifies that the role has strong involvement in matters relating to Aboriginal and Torres Strait Islander peoples.

This position has direct engagement with Aboriginal and/or Torres Strait Islander peoples, communities and service providers, and is involved in the development of programmes and policy. You will require a high level of cultural competency, including:

- demonstrated understanding of the matters impacting Aboriginal and/or Torres Strait Islander peoples.

- demonstrated high level ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.
- demonstrated high level capability and commitment to continue to develop cultural competency.

Conflict of Interest

If at any time prior to the appointment, an actual or potential conflict of interest concerning itself or a related entity arises or may arise for any applicant, they should immediately notify the contact officer.

This includes any professional, commercial or personal relationships with a member of the panel or if the applicant has a relationship with, and/or obligations to, an organisation or issue which would affect, or be perceived to affect, the performance of the role and/or could bring disrepute to the office of CEO.

If a conflict of interest is identified PM&C may:

- exclude the application from further consideration;
- enter into discussions to seek to resolve such conflict of interest; or
- take any other action as it considers appropriate.

Notes

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

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

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To Apply

Position Contact	Cristy England, (02) 6271 5430
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0762485

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 17 September 2025

Defence and Veterans' Service Commission
Defence and Veterans' Service Commission Defence and Veterans' Service Commission

Job Title	ICT Support Officer, Defence and Veterans' Service Commission
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,314 - $110,483
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	APS Level 6
Position Number	PMC/2025/104
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) will provide independent oversight and evidence-based advice to government on reforms to improve suicide prevention and wellbeing outcomes for serving and ex-serving Australian Defence Force (ADF) members.

The Interim DVSC currently resides within the Department of the Prime Minister and Cabinet (PM&C) but will commence as a separate entity on 29 September 2025. It is expected that staff will be employed under the Public Service (Terms and Conditions of Employment) (Defence and Veterans' Service Commission) Determination 2025.

The DVSC will be established as a new Non-corporate Commonwealth Entity (NCE) to oversee reform across the whole Defence ecosystem. Establishment of the DVSC is in response to recommendation 122 of the Final Report of the Royal Commission into Defence and Veteran Suicide.

As a new Commonwealth Entity, the DVSC is looking to recruit high performing and dedicated staff from a range of capabilities, who demonstrate integrity, independence and compassion. Key functions of the DVSC include improving supports for serving and ex-serving ADF members, collaborating with coroners to understand issues contributing to defence and veteran deaths by suicide, promoting the understanding of suicide risks for defence members and veterans and factors that can improve the wellbeing of defence members and veterans, including through engaging with people with lived experiences and promoting that lived experience and monitor, and inquire and report on the Commonwealth's implementation of the Government's response to the recommendations of the Defence and Veteran Suicide Royal Commission.

Working at the DVSC

Applicants are encouraged to consider their personal circumstances when applying for this role. The DVSC's areas of focus include monitoring, inquiring and reporting on the prevention of suicide, suicidality and the promotion of wellbeing amongst serving and ex-serving ADF members. We encourage applicants to familiarise themselves with the findings and recommendations of the Royal Commission into Defence and Veteran Suicide Final Report. The DVSC has a proactive wellbeing program in place, if you have any concerns speak to the contact officer before submitting your application.

Governance and Corporate

The Governance and Corporate team is responsible for delivering enabling services that support the operation of the Commission and facilitates the Commission's compliance with legislation, policies and guidelines as a non-corporate Commonwealth entity.

The section is responsible for managing the efficient and effective operations of the DVSC, across finance, procurement, security, facilities, ICT, information management and governance. The section ensures DVSC's compliance with regulatory requirements and obligations and managing operational risk to protect the Commission’s assets and reputation. It will collaboratively develop and implement the Commission’s strategic framework, and contribute to the delivery of whole of agency priorities, with responsibility for the delivery of the DVSC‘s strategic objectives and strategic projects relating to enabling functions. It provides strategic direction and Commission-wide oversight across its corporate functions and strategic support to the reporting teams. The Section supports efficient resource management and corporate accountability through functions such as financial management, performance reporting, parliamentary services, procurement and facilities management.

About the Role

We are seeking a skilled and motivated ICT professional to join the DVSC as an APS6 ICT Support Officer. This role will operate to deliver high quality ICT services across the DVSC, including in web services, IT supports and cyber security.

You will:

- Coordinate with DVSC’s shared services provider on ICT matters
- Maintain and enhance the DVSC’s website and intranet, in compliance with accessibility standards, APS Digital Experience Policy and DVSC content policies
- Monitor web performance and analytics
- Identify and resolve security issues consistent with shared services arrangements
- Manage systems integrations
- Lead the provision of IT support for hardware, software, network and application issues consistent with shared services arrangements
- Manage ICT service requests, incidents and problem resolution for staff and senior leaders, consistent with shared services arrangements
- Implement and monitor cyber security measures in accordance with the Protective Security Policy Framework (PSPF), Information Security Manual (ISM) and the Essential 8
- Contribute to the development of internal ICT related policies including but not limited to cyber security policies, procedures and awareness programs
- Lead ICT projects, including upgrades, migrations and new technology implementation.

Duties

Capabilities of our ideal candidate

The occupant of this role demonstrates integrity, independence and compassion while delivering the work of the Commission and:

- Demonstrated experience in managing and maintaining web services, with strong understanding of web technologies, CMS platforms and accessibility standards
- Proven ability to deliver high-quality ICT support services and resolve complex technical issues
- Knowledge of, and practical experience in, implementing cyber security frameworks, tools and controls that are consistent with the Essential 8
- Strong problem-solving and analytical ability, with the ability to assess and prioritise competing demands
- Good communications skills with the ability to communicate technical concepts to non-technical audiences.

Qualifications / Experience

The following is required:

- Experience delivering services within a Commonweath ICT environment is required.

The following is desired:

- Tertiary Qualification in computer science, IT or a related field or equivalent experience.

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.
- Due to the nature of work the DVSC undertakes, some roles may require staff to obtain and maintain a WWVP registration card, as per the Working with Vulnerable People (Background Checking) Act 2011.

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.

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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.

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To Apply

Position Contact	Jack Meehan, n/a
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0762492

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 17 September 2025

Defence and Veterans' Service Commission
Defence and Veterans' Service Commission Defence and Veterans' Service Commission

Job Title	Information Management Officer, Defence and Veterans' Service Commission
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,314 - $110,483
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	APS Level 6
Position Number	PMC/2025/105
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) will provide independent oversight and evidence-based advice to government on reforms to improve suicide prevention and wellbeing outcomes for serving and ex-serving Australian Defence Force (ADF) members.

The Interim DVSC currently resides within the Department of the Prime Minister and Cabinet (PM&C) but will commence as a separate entity on 29 September 2025. It is expected that staff will be employed under the Public Service (Terms and Conditions of Employment) (Defence and Veterans' Service Commission) Determination 2025.

The DVSC will be established as a new Non-corporate Commonwealth Entity (NCE) to oversee reform across the whole Defence ecosystem. Establishment of the DVSC is in response to recommendation 122 of the Final Report of the Royal Commission into Defence and Veteran Suicide.

As a new Commonwealth Entity, the DVSC is looking to recruit high performing and dedicated staff from a range of capabilities, who demonstrate integrity, independence and compassion. Key functions of the DVSC include improving supports for serving and ex-serving ADF members, collaborating with coroners to understand issues contributing to defence and veteran deaths by suicide, promoting the understanding of suicide risks for defence members and veterans and factors that can improve the wellbeing of defence members and veterans, including through engaging with people with lived experiences and promoting that lived experience and monitor, and inquire and report on the Commonwealth's implementation of the Government's response to the recommendations of the Defence and Veteran Suicide Royal Commission.

Working at the DVSC

Applicants are encouraged to consider their personal circumstances when applying for this role. The DVSC's areas of focus include monitoring, inquiring and reporting on the prevention of suicide, suicidality and the promotion of wellbeing amongst serving and ex-serving ADF members. We encourage applicants to familiarise themselves with the findings and recommendations of the Royal Commission into Defence and Veteran Suicide Final Report. The DVSC has a proactive wellbeing program in place, if you have any concerns speak to the contact officer before submitting your application.

Governance and Corporate

The Governance and Corporate team is responsible for delivering enabling services that support the operation of the Commission and facilitates the Commission's compliance with legislation, policies and guidelines as a non-corporate Commonwealth entity.

The section is responsible for managing the efficient and effective operations of the DVSC, across finance, procurement, security, facilities, ICT, information management and governance. The section ensures DVSC's compliance with regulatory requirements and obligations and managing operational risk to protect the Commission's assets and reputation. It will collaboratively develop and implement the Commission's strategic framework, and contribute to the delivery of whole of agency priorities, with responsibility for the delivery of the DVSC's strategic objectives and strategic projects relating to enabling functions. It provides strategic direction and Commission-wide oversight across its corporate functions and strategic support to the reporting teams. The Section supports efficient resource management and corporate accountability through functions such as financial management, performance reporting, parliamentary services, procurement and facilities management.

About the Role

We are seeking a skilled and experienced Information Officer to join the DVSC. In this role, you will work under direction to lead and coordinate information and records management functions across the DVSC. You will apply specialist knowledge to ensure compliance with legislation and DVSC policies, and contribute to the continuous improvement of information governance.

This position involves a mix of strategic and operational work, including policy development, stakeholder engagement, project delivery and systems administration. Information and records managed by the DVSC will often be sensitive in nature.

You will:

- Lead and coordinate information and records management activities in accordance with the Archives Act 1983 and agency policies
- Provide specialist advice and guidance to DVSC staff on information governance, including classification, retention, disposal and digital recordkeeping
- Administer and maintain the DVSC’s Electronic Document and Records Management Systems (EDRMS) and associated tools, consistent with any shared services arrangements in place
- Collaborate with shared services provider on information management requirements
- Monitor compliance with information management policies and practices
- Deliver training and awareness initiatives.

Duties

Capabilities of our ideal candidate

The occupant of this role demonstrates integrity, independence and compassion while delivering the work of the Commission and has:

- Strong knowledge of information and records management principles, practices and legislation
- Experience with EDRMS platforms and information governance
- Ability to interpret and apply legislation and policies to complex information management issues
- Highly developed analytical, research and problem-solving skills
- Excellent written and verbal communications skills
- Strong organisational skills with the ability to manage competing priorities.

Qualifications / Experience

The following is required:

- Demonstrated experience in an information management role within the Commonwealth.

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.
- Due to the nature of work the DVSC undertakes, some roles may require staff to obtain and maintain a WWVP registration card, as per the Working with Vulnerable People (Background Checking) Act 2011.

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 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	Jack Meehan, n/a
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0762374

National Indigenous Australians Agency

Closing Date:Monday 15 September 2025

Corporate
Various Various

Job Title	Corporate Support Officer/Diversity & Inclusion Officer - Corporate Group
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$74,007 - $77,086
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 3
Position Number	NIAA/2025/118
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=014B8253-8560-560B-3899-E42076CB1BE7

Help us deliver practical, high quality corporate services that support NIAA’s purpose - ensuring Aboriginal and Torres Strait Islander peoples are heard, recognised and empowered. You will be part of a supportive team delivering responsive, culturally competent services that make a difference to colleagues and stakeholders every day.

As an APS 3 you will:

- be the first line of support for staff and stakeholders - triaging requests, providing timely, accurate information and escalating matters when needed
- keep our operations humming by coordinating meetings and events, maintaining records and systems, preparing routine correspondence and briefs and helping to improve standard operating procedures
- contribute to a culturally safe workplace, building respectful relationships and communicating clearly with people from diverse backgrounds
- spot opportunities to improve processes and customer experience, and share ideas that help the team deliver better, simpler services
- you’ll collaborate widely - with colleagues across NIAA, staff led networks and external partners to deliver efficient, well managed services that support our people and the work they do.

Values-led work:

- you'll live the APS Values - Impartial, committed to service, Accountable, Respectful, Ethical and Stewardship
- demonstrate the NIAA values and behaviours (respect multiple perspectives, be authentic, act with integrity, invest in each other's success and deliver with purpose).

A Baseline or Negative Vetting Level 1 security clearance (or the ability to obtain) is required, depending on the role.

This recruitment process will be used to fill several current vacancies across Business Operations Support Branch and People Branch.

A merit pool will be established and may be used to fill further vacancies that arise within 18 months of the date of advertisement.

Duties

Our ideal candidate will be curious, reliable and service oriented, with strong attention to detail and a knack for making things easier for others. You bring the APS3 capability to manage your workload, follow through on commitments, communicate clearly, build productive relationships and suggest practical improvements.

As an APS 3 you will demonstrate:

- customer and stakeholder focus - confidently responding to enquiries, maintaining rapport and escalating issues appropriately
- solid administration skills - organising meetings and events, keeping accurate records and calendars, drafting routine correspondence and maintaining team systems and procedures
- clear, respectful communication - tailoring messages for your audience and contributing to a culturally safe workplace
- teamwork and initiative - supporting colleagues, sharing knowledge and suggesting improvements to Standard Operating Procedures (SOPs) and processes.
- integrity and professionalism - working within APS legislation, the Code of Conduct and our values.

You'll thrive here if you're motivated by purpose, enjoy working with diverse stakeholders and want to grow your skills while helping us deliver great services every day - living the APS Values and NIAA values and behaviours in how you work.

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 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	Sonja Falez, 02 6267 7579
Agency Recruitment Site	https://niaa.nga.net.au/?jati=014B8253-8560-560B-3899-E42076CB1BE7

- 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-0762387

National Indigenous Australians Agency

Closing Date:Thursday 11 September 2025

Corporate
Business Operations Support Employee Experience

Job Title	Director, Employee Experience - Corporate Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - VIC VIC, Various locations - TAS TAS
Salary	$147,052 - $175,016
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	Executive Level 2
Position Number	NIAA/2025/127
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=5034BF8B-B5C2-B8C8-1990-E42078FE1D50

The strategic importance of this role lies in its capacity to shape and elevate the employee experience across the National Indigenous Australians Agency (NIAA), ensuring alignment with the Agency's Corporate Plan and broader government priorities. By setting the strategic direction for HR and payroll reporting, and championing data stewardship, the role enables evidence-based decision-making and fosters transparency and accountability.

The role also drives digital transformation through the Microsoft 365 framework, enhancing service delivery, automating workflows, and embedding continuous improvement across operations.

Crucially, this role strengthens the Agency's shared services arrangements with the Department of the Prime Minister and Cabinet (PM&C), ensuring high-quality service delivery through capability building and performance monitoring.

It also plays a pivotal role in fostering a culture of excellence, collaboration, and innovation - supporting staff development, succession planning, and strategic stakeholder engagement. Through compliance oversight and risk management, the role safeguards operational integrity while positioning NIAA as a forward-thinking, responsive organisation.

The role aligns closely with transformative objectives of Galambany, embedding Data and Digital Strategy roadmap to deliver data-driven insights and optimise processes, whilst bolstering integrity and transparency.

Duties

Our ideal candidates will demonstrate the following skills and attributes:

- champion enterprise reporting and data stewardship across HR and payroll functions
- set the strategic direction for employee experience initiatives aligned with NIAA's Corporate Plan and government priorities
- lead the development of fit-for-purpose reporting frameworks and dashboards
- drive continuous improvement initiatives leveraging the Microsoft 365 framework, including automation, workflow optimisation, and digital service delivery
- build capability to ensure quality of services delivered under the Shared Services MOU with PM&C
- monitor performance, identify issues, lead solutions to ensure service standards are met
- build and maintain strategic relationships across NIAA, PM&C, and other stakeholders and represent the Agency in forums and working groups
- foster a culture of excellence, collaboration, and innovation
- support staff development, succession planning, and capability uplift
- ensure compliance with relevant legislation, frameworks, and standards
- monitor risks and implement mitigation strategies.

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 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	Sita Jackson, 02 6150 6725
Agency Recruitment Site	https://niaa.nga.net.au/?jati=5034BF8B-B5C2-B8C8-1990-E42078FE1D5

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Prime Minister and Cabinet

Vacancy VN-0762403

National Indigenous Australians Agency

Closing Date:Monday 22 September 2025

Integrity
Legal Services Commercial & Corporate Law

Job Title	Lawyer/Senior Lawyer, Integrity Group
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$98,314 - $143,993
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 6;Executive Level 1
Position Number	NIAA/2025/118
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=5CD4D376-ADD5-CD7B-88DA-E42077FC4FA9

This is an exciting time to be working at the National Indigenous Australians Agency (NIAA) and contributing to the work of the Agency which is conducted in genuine partnership to enable First Nations communities.

The NIAA Legal Services Branch provides the full suite of government legal services to the NIAA. Our services include provision of legal advice on a range of corporate law, commercial law, and public law matters, development of legislation, management of litigation and procurement of specialist legal advice when necessary.

Working under the direction of senior staff, the successful candidates will be responsible for:

- contributing to Branch outcomes and the NIAA's broader strategic directions
- conducting research and analysis on complex legal matters

- providing expert legal advice in relation to grant agreements, procurement contracts, intellectual property, employment law and other commercial law matters
- providing legal advice, strategic guidance, and analysis on the design, development and implementation of effective legislation and programs in support of the NIAA's objectives. This is underpinned by contextual awareness, stakeholder consultation and legislative interpretation
- making decisions using sound judgement, expertise and knowledge
- understanding and exercising appropriate delegations and ensuring decisions are governed by the application of legal frameworks, best practice principles and NIAA operating instructions and procedures
- where necessary, procuring high quality advice from external services providers and providing guidance on the interpretation and application of that advice to the circumstances as required.

Duties

Our Ideal Candidate possesses legal qualifications and eligibility to hold a government restricted Australian legal practising certificate.

As a Legal/Senior Legal Officer, you must be able to demonstrate some or all of the following:

- capacity to attain cultural competency, including the ability to understand issues affecting, and to communicate effectively with, Aboriginal and Torres Strait Islander peoples
- strong technical legal and analytical skills, excellent communication and collaboration skills, and experience in providing high quality legal services on government legal issues
- ability to assist with the supervision and development of less experienced team members to cultivate and promote the legal practice, and to maintain professional skills
- strong communication skills, collaboration skills and a solutions focused approach to legal services
- ability to undertake legal research and provide accurate, clear and concise plain English advice
- success in building and maintaining professional relationships, and consulting with internal and external stakeholders
- ability to respond quickly and flexibly while managing competing priorities
- ability to work under the general direction of senior staff while exercising a degree of independent judgement
- proficiency in managing workloads and statutory time frames.

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 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	Stephen Quinn, 02 6152 3559
Agency Recruitment Site	https://niaa.nga.net.au/?jati=5CD4D376-ADD5-CD7B-88DA-E42077FC4F

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Prime Minister and Cabinet

Vacancy VN-0762470

National Indigenous Australians Agency

Closing Date:Monday 22 September 2025

Integrity
Legal Services Commercial & Corporate Law

Job Title	Principal Lawyer, Integrity Group
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$147,052 - $175,016
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	Executive Level 2
Position Number	NIAA/2025/126
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=ABEB9BDB-80DA-DB29-12A5-E43176AC5A02

This is an exciting time to be working at the National Indigenous Australians Agency (NIAA) and contributing to the work of the Agency, which is conducted in genuine partnership to enable First Nations communities. The NIAA Legal Services Branch provides the full suite of government legal services to the NIAA.

Our services include provision of legal advice on a range of corporate law, commercial law and public law matters, development of legislation, management of litigation and procurement of specialist legal advice when necessary.

There is an upcoming vacancy for a Principal Lawyer in the Corporate and Commercial Law team. Working under limited direction, the successful candidate will be responsible for:

- contributing to branch outcomes and the NIAA's broader strategic directions for its stakeholders, providers and partners
- conducting research and analysis on complex matters within area of expertise
- providing expert legal advice in relation to grant agreements, procurement contracts, intellectual property, privacy, employment law and other commercial law matters

- providing legal advice, strategic guidance, and analysis on the design, development and implementation of effective legislation and regulatory policy in support of the NIAA's objectives. This is underpinned by contextual awareness, stakeholder consultation and legislative interpretation
- making decisions using sound judgement, expertise and knowledge
- supervising and managing and leading the Corporate and Commercial team and contributing to the development of branch members
- understanding and exercising appropriate delegations and ensuring decisions are governed by the application of regulations, best practice principles or the NIAA operating instructions and procedures
- where necessary, procuring high quality advice from external services providers and providing guidance on the interpretation and application of that advice to the circumstances as required.

The successful candidate will require relevant legal qualifications. Eligibility to hold a government restricted Australian legal practicing certificate with at least 5 years post admission experience is highly desirable.

Duties

Our ideal candidate must be able to demonstrate some or all of the following:

- capacity to attain cultural competency, including the ability to understand issues affecting, and to communicate effectively with, Aboriginal and Torres Strait Islander peoples
- strong technical legal and analytical skills, excellent communication and collaboration skills, and experience in providing high quality legal services on government legal issues
- ability to assist with the supervision and development of less experienced team members to cultivate and promote the legal practice, and to maintain professional skills
- strong communication skills, collaboration skills and a solutions focused approach to legal services
- ability to undertake legal research and provide accurate, clear and concise plain English advice
- success in building and maintaining professional relationships, and consulting with internal and external stakeholders
- ability to respond quickly and flexibly while managing competing priorities
- ability to work under limited supervision exercising a degree of independent judgement
- proficiency in managing workloads and statutory time frames.

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 agency.

About the National Indigenous Australians Agency

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To Apply

Position Contact	Brendan Jacomb, 02 6152 3555
Agency Recruitment Site	https://niaa.nga.net.au/?jati=ABEB9BDB-80DA-DB29-12A5-E43176AC5A

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Prime Minister and Cabinet

Vacancy VN-0762496

National Indigenous Australians Agency

Closing Date:Monday 15 September 2025

Eastern
South Queensland Region Toowoomba

Job Title	Engagement Officer, Toowoomba, South Queensland Region
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Toowoomba QLD
Salary	$80,505 - $86,097
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 4
Position Number	NIAA/2025/126
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=C34B8E26-DE6B-5C7D-B39D-E431796428B3

Why work at the National Indigenous Australians Agency? Working at the National Indigenous Australians Agency (NIAA) is a compelling choice for those who want to make a real difference in the lives of Aboriginal and Torres Strait Islander peoples. You'll be part of a national effort to support First Nations self-determination, improve outcomes, and help close the gap in areas like health, education, employment, and housing.

The NIAA fosters a collaborative, culturally respectful, and inclusive environment, where diverse perspectives are valued and Indigenous voices are central to decision-making. Working at the Toowoomba office of the National Indigenous Australians Agency (NIAA) offers a unique and meaningful opportunity to engage directly with communities and make a tangible impact. Here's what makes it special:

- you'll work on the ground with Aboriginal and Torres Strait Islander communities, building relationships and supporting locally led solutions
- you'll see the real-world impact of policies and programs and collaborate with local service providers, Indigenous organisations and community leaders
- you'll help ensure that government initiatives are responsive to local needs and culturally appropriate
- regional roles involve multifaceted responsibilities, from program delivery and stakeholder engagement to policy feedback and community consultation

- you'll gain broad experience and develop a deep understanding of regional and remote issues and have greater autonomy to make decisions and recommendations that reflect local priorities
- your insights can shape national policy by feeding back community perspectives to central teams
- it's a great environment for those who thrive in hands-on, people-focused roles and want to grow their career in public service.

This role promotes a healthy and safe workplace environment, and models ethical behaviour in accordance with the APS Code of Conduct and APS Values. Staff travel is a requirement of the role. Locations will be predominantly across the South-West Queensland sub-Region which includes for example, Cherbourg, Cunnamulla and Charleville. The role is placed based in Toowoomba but other locations in Queensland will be considered.

Duties

Our ideal candidate will know how to build collaboration opportunities and champion integrated, place-based approaches to service delivery within Southwest Queensland sub region and across the Branch.

The Engagement Officer will have the following:

- ability to work under limited supervision and exercise a high degree of independence
- strong organisational skills and excellent time management
- ability to multi-task and work under pressure to meet deadlines
- strong written and verbal communication skills
- high levels of professionalism, discretion, integrity and confidentiality
- self-awareness, initiative and problem-solving skills
- ability to build strong working relationships and anticipate stakeholder needs
- cultural awareness and an appreciation, awareness and understanding of matters relating to Aboriginal and Torres Strait Islander people and communities
- awareness of the APS Values and Code of Conduct and commitment to fostering respect and inclusion in the workplace.

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 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	Adam Waterhouse, (07) 4637 3206 or m. 0478 988 460
Agency Recruitment Site	https://niaa.nga.net.au/?jati=C34B8E26-DE6B-5C7D-B39D-E431796428I

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Prime Minister and Cabinet

Vacancy VN-0762523

National Indigenous Australians Agency

Closing Date:Monday 22 September 2025

Integrity
Legal Services Commercial & Corporate Law

Job Title	Freedom of Information Officer, Integrity Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$98,314 - $110,483
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 6
Position Number	NIAA/2025/117
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=70C24EC9-F3A1-6584-0E3C-E42002156125

This is an exciting opportunity to work at the NIAA and contribute to the Agency's work, which is conducted in genuine partnership to enable First Nations communities. The NIAA Legal Services Branch provides the full suite of government legal services to the NIAA.

Working under the direction of senior staff, the successful candidate will be responsible for:

- monitoring the day-to-day operation of the FOI function to ensure strict statutory timeframes are met in response to requests made under the Freedom of Information Act 1982 (Cth) (FOI Act), and timely and accurate advice is provided to key stakeholders and senior management
- coordinating document searches with internal stakeholders to retrieve documents within FOI case management time limits
- consulting with internal and external stakeholders (including other Commonwealth agencies and State and Territory Governments) on requests for documents
- preparing draft administrative decisions, document schedules and redactions within FOI time limits for consideration by Agency decision makers
- assisting with internal and external FOI reporting to the Office of the Australian Information Commissioner on quarterly and annual FOI statistical returns
- contributing to projects and activities which support FOI capability and business outcomes, including maintaining internal governance documents

- monitoring the NIAA’s compliance with the Information Publication Scheme (IPS) and Disclosure Log requirements under the FOI Act.

Duties

Our Ideal Candidate possesses a background in Freedom of Information and is eligible to hold a restricted Australian legal practising certificate. You must be able to demonstrate some or all of the following:

- continued cultural competency, including the ability to understand issues affecting, and to communicate effectively with, Aboriginal and Torres Strait Islander peoples
- strong technical legal and analytical skills, excellent communication and collaboration skills, and experience in providing high quality legal services on government legal issues
- able to assist with the supervision and development of less experienced team members to cultivate and promote the legal practice, and to maintain professional skills
- strong communication skills, collaboration skills and a solution focused approach to legal services
- able to undertake legal research and provide accurate, clear and concise plain English advice
- build and maintain professional relationships, and consulting with internal and external stakeholders
- able to respond quickly and flexibly while managing competing priorities
- able to work under the general direction of senior staff while exercising a degree of independent judgement
- proficient in managing workloads and statutory time frames.

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).

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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.

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To Apply

Position Contact	Cheryl Brown-Irava, (02) 6152 3190
Agency Recruitment Site	https://niaa.nga.net.au/?jati=70C24EC9-F3A1-6584-0E3C-E4200215612

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Prime Minister and Cabinet

Vacancy VN-0762525

National Indigenous Australians Agency

Closing Date:Wednesday 17 September 2025

Integrity
Governance Audit & Risk Branch Secretariat, Governance & Risk and Planning and Performance

Job Title	Senior Risk Officer and Senior Performance Officer, Integrity Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$98,314 - $110,483
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 6
Position Number	NIAA/2025/124
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=795C62B8-18D2-FDE6-DB54-E431B2BC1D7F

The Integrity Group aims to be a responsive, trusted and reliable partner that delivers valued advice and services to enable a high-performing National Indigenous Australians Agency (NIAA). The group works in a professional, respectful and accountable way to deliver corporate services to better support outcomes for the NIAA. The Governance, Audit and Risk Branch delivers strategies, products and services in support of the NIAA's work programs and corporate activities.

APS6 Senior Performance Officer:

The APS6 Senior Performance Adviser is a key contributor within the Governance, Audit and Risk Branch, supporting the implementation of NIAA’s performance management methodology and strategic vision. The role operates under limited direction and is responsible for delivering high-quality governance services, supporting performance measurement, reporting, and capability-building initiatives across the agency. This role may include some or all of the following duties:

- support the development and delivery of key corporate documents, including drafting and coordination of the Annual Report to ensure alignment with PGPA Act requirements
- supporting the preparation of the Portfolio Budget Statements (PBS), particularly performance measures and program-level content

- assisting in the coordination of Quarterly performance reporting, including collecting and analysing performance data from business areas
- drafting performance narratives and identifying trends or issues and supporting governance forums with timely and accurate reporting
- providing technical expertise and advice on planning and performance matters, including interpreting PGPA Act, rule obligations and related guidance
- supporting the development of meaningful performance measures and targets and assisting in the review and improvement of performance frameworks and methodologies
- supporting governance and assurance processes, including preparing briefing materials and reports for senior executives and governance committees
- assisting in the coordination of internal review and quality assurance activities. Promoting continuous improvement in planning and performance practices

APS 6 Senior Risk Officer:

The APS6 Senior Risk Officer is a key contributor within the Governance, Audit and Risk Branch, supporting the implementation of NIAA's risk management framework and strategy. The role operates under limited direction and is responsible for delivering high-quality risk governance services, supporting the preparation of risk assessments, reporting, and risk capability-building initiatives across the agency. This role may include some or all the following duties:

- assisting in the delivery of branch outcomes by supporting strategic directions and collaborating with stakeholders, providers, and partners
- contributing to the administration of risk governance frameworks, including supporting the development and maintenance of governance processes and documentation
- assisting in the coordination of risk-related forums and reporting
- providing technical expertise and advice on risk matters, including conducting research and analysis to support responses to complex or sensitive issues
- supporting the Assistant Director in briefing senior leadership on emerging risks and issues
- participating in improvement projects, and supporting the implementation of the Risk Strategy and Roadmap 2025–2028
- contributing to the rollout of the Risk Business Partner Model and communications strategy
- assisting in the development and delivery of targeted risk training and capability initiatives
- supporting stakeholder expectations with sensitivity to cultural and business contexts
- monitoring and reporting on performance, and preparing risk-related reports for governance forums (e.g. ROC, EB, ARC)
- assisting in the identification and escalation of systemic issues for resolution and supporting team development.

Duties

Our ideal APS 6 candidates will demonstrate the following skills and attributes:

- understands and supports the NIAA's vision and strategic direction and clearly communicates how risk management contributes to agency goals

- demonstrates awareness of the broader strategic environment and aligns work with business plans and priorities
- supports team understanding of how their work contributes to collective outcomes
- monitors own work and contributes to team performance, identifying issues early and proposing practical solutions
- applies expertise to deliver quality outcomes and collaborates with others to improve processes
- treats colleagues and stakeholders with respect and professionalism while building positive relationships across the agency
- identifies opportunities for learning and development and provides informal mentoring and guidance to peers
- acts with integrity and professionalism, consistently applying the APS Values and Code of Conduct
- operates within legislative and policy boundaries and demonstrates resilience in challenging situations
- provides honest, impartial advice and responds constructively to feedback and differing views
- communicates clearly and confidently, tailoring messages to suit different audiences
- demonstrates cultural competence and sensitivity in stakeholder interactions
- participates in negotiations and discussions with credibility, contributing to mutually beneficial outcomes.

Tertiary qualification in a relevant field or relevant work experience is highly desirable.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

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

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About the National Indigenous Australians Agency

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To Apply

Position Contact	Nikki Gantevoort, (02) 6152 3546
Agency Recruitment Site	https://niaa.nga.net.au/?jati=795C62B8-18D2-FDE6-DB54-E431B2BC1D

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0762399

Services Australia

Closing Date:Friday 12 September 2025

Job Title	National Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Perth WA, Sydney NSW
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	On Site
Office Arrangement Details	Flexible arrangements may be considered
Classification	Senior Executive Service Band 1
Position Number	Several Positions
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

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

National Manager (several positions)

• Senior Executive Service Band 1

• Unique opportunity for strategic and innovative leadership

• Directly impacting the lives of most Australians

• Locations: Adelaide, Brisbane, Canberra, Melbourne, Sydney and Perth. Other locations may be considered by exception

• Applications close 11.30pm AEST on Friday, 12 September 2025

About us

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians. We support the economic, health and social wellbeing of Australia by delivering high-quality services and payments to the community on behalf of government. Our agency's responsibilities include Centrelink, Medicare and Child Support services, as well as whole of government services such as myGov.

Our goal is to make government services simple, so people can get on with their lives. We're modernising the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

Duties

Job description

Reporting directly to a General Manager, and as a key member of the agency's executive, you will play an important role in the effective leadership and management of the agency. You will contribute to the continued transformation of the agency and provide high level advice to the Chief Executive Officer and Minister.

We are looking for flexible and versatile leaders, with excellent leadership and interpersonal skills, sound judgement, strong customer focus and ability to engender respect and trust. Candidates must be driven to continuously learn, innovate and achieve outcomes in a dynamic, fast paced and challenging environment.

The agency is looking to fill National Manager roles in strategy, program management, service design, corporate and service delivery.

Tertiary qualifications in a relevant field are highly desirable.

The roles may be filled on an ongoing or non-ongoing (fixed term) appointment.

A merit pool may be established to fill similar roles as they become available within an 18-month period.

Location

Consideration will be given to high quality candidates who reside in Adelaide, Brisbane, Canberra, Melbourne, Sydney and Perth. Other locations may be considered by exception.

Salary and benefits

• The Senior Executive Band 1 level offers an attractive remuneration package, including 15.4%

superannuation and salary packaging options.

• Conditions that support your health, wellbeing and lifestyle.

• Generous leave provisions, including accruable annual leave of 23 days per year with the capacity to

purchase an additional 4 weeks' annual leave per year after 12 months service.

• Accruable personal leave including sick and carers leave at 18 days per year.

Eligibility

Eligibility

To apply you need to be an Australian citizen.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This will include identity and criminal history checks.

You'll also need or have the ability to acquire an Australian Government security clearance to the appropriate level for the position. This will be arranged for you if you're successful.

Apply

Before applying, please obtain and review the Candidate Information Pack from the following link: https://www.beaumontandbeaumont.com.au/11546

Applications must be submitted using the online recruitment system.

For a confidential conversation regarding the role, please contact: Lionel Riley on (02) 6126 4500 or ServicesAustralia@beaumontandbeaumont.com.au. Enquiries will be kept in strict confidence.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activity for the vacancy 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: http://www.apsc.gov.au/priorities/disability/recruitability.

Please note, applications close 11:30PM AEST, 12 September 2025.

Notes

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	Lionel Riley, (02) 6126 4500
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0762417

Services Australia

Closing Date:Monday 15 September 2025

Customer Service Delivery
Operations Management Various

Job Title	Operations Management Specialists
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - SA SA, Various locations - TAS TAS, Various locations - NT NT, Various locations - WA WA
Salary	$85,559 - $92,324
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	Office arrangements may be negotiated with the successful candidate.
Classification	APS Level 5
Position Number	EXT-APSL-2025-1209
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://servicesaustraliacareers.nga.net.au/

Services Australia (the Agency) are recruiting to fill a range of specialised operations management roles within the Operations Management Division. The Operations Management Division core functions include:

- Ensuring frontline staff's availability, skills and capabilities are matched to customer demand through Demand Forecasting, Workforce Scheduling and Capacity Planning and capability building.
- Business ownership, maintenance and enhancement of ICT and telephony systems including supporting relevant educational and instructional material to ensure systems are fit for purpose and can support front line staff efficiency.
- Telephony infrastructure transformation and enhancement through analysis of the Agency's telephony services.
- The prioritisation and distribution of all customer telephone calls, claims and circumstance updates through assisted channels including real-time monitoring and workload management.
- Long and short-term workforce planning services to support business continuity, major change and emergency management initiatives.

To be successful in Operations Management Specialist roles, you will need to:

- Have a good understanding of the operational requirements of customer service delivery in the public sector, including the agency's purpose and strategic priorities.
- Be able to tailor communication for a range of audiences and effectively negotiate outcomes.
- Demonstrate data literacy including the ability to read, understand and draw conclusions to support evidence-based decision making.
- Be capable of responding to changes in priority, business process or continuous improvement activities.
- Be capable of working under general and limited direction of senior staff, exercising a degree of independent judgement, making decisions within defined parameters that require some reliance on skills and knowledge.

Successful candidates will play a key role in preparing, positioning and enabling our frontline staff to deliver quality customer service.

Experience in one or more of the specific functions, key duties and key capabilities is advantageous but not essential.

All successful applicants will need to demonstrate how their experience and capabilities are transferable to one or more of the specific functions, key duties and key capabilities.

Duties

- Develop and monitor schedules/rosters that best meet service delivery requirements in line with organisational policy and guidelines and action schedule change requests while balancing customer service expectations.
- Use and maintain workload management or telephony systems and technologies to perform prioritisation or allocation of processing or telephony to maintain agreed service levels and/or monitor in real-time, customer service tools, systems and transaction flow to triage, escalate and communicate service delivery impacts.
- From a business owner perspective, monitor the use of ICT and telephony systems including business process mapping, and system integration and enhancement, and engaging with ICT and telephony teams to support releases while minimising impact to front line systems.
- Support the management of, and reporting on, the performance of service contracts and their deliverables.
- Operationalise business processes that support quality management and skill tagging allocation and maintenance.
- Support Telephony Operations Transition projects within the Agency's telephony and contact centre capability, working closely with divisional and external stakeholders.
- Support data and analytics specialists and service delivery stakeholders to provide meaningful analysis of multiple interrelated customer service data sources to:
    - Support the creation and enhancement of fit for purpose tools to empower frontline service delivery teams.
    - Provide insights into driving service delivery performance and efficiency.

Eligibility

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

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Successful applicants’ roles will include one or more of the role-specific key duties and capabilities along with most of the common duties.

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 agency.

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To Apply

Position Contact	Jonathon Blackert, 03 6162 5558
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/

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Social Services

Vacancy VN-0762535

Domestic, Family and Sexual Violence Commission

Closing Date:Thursday 18 September 2025

Various
Various

Job Title	EL 2 - Director, Strategic Communications and Engagement
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$144,495 - $170,360
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	TBC
Agency Website	www.dfsvc.gov.au

Job Description

https://dsscareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D-9273-4A11-8DC

We are seeking a strategic and highly collaborative Engagement Leader to manage the Commission's public presence, stakeholder engagement, and communications strategy. The Director of Engagement will ensure the Commission is visible, trusted, and influential through high-quality engagement with stakeholders, media, and the community.

This role will lead a small, high-performing team and collaborate closely with the Commissioner, Deputy Commissioner, and other areas to deliver integrated strategies that connect the Commission's work with diverse audiences.

Duties

• lead the Strategic Communications and Engagement section

• provide strategic advice to the Commissioner and Assistant Commissioner on policy priorities, risk management, media and other matters that arise

• oversee strategic stakeholder engagement, including planning and coordination of leadership meetings, forums, and relationships with government and peak bodies

• manage the Commission's media and public communications, ensuring alignment with our strategic goals

• deliver digital communications and social media strategies, ensuring strong and inclusive visibility

• drive digital content production, including graphics, video, and campaign assets

• develop and implement the Commission's overarching engagement strategy

• support risk management, succession planning, and continuity in communications functions

• provide advice, briefings, and submissions to senior leadership, government, and external stakeholders.

Please review the job pack for the full position description.

Eligibility
Notes

About the Domestic, Family and Sexual Violence Commission

The Domestic, Family and Sexual Violence Commission is dedicated to ending gender-based violence in a generation. Our core function is to promote and support the achievement of the National Plan to End Violence Against Women and Children 2022-2032 and hold all governments accountable to its objectives.

To Apply

Position Contact	Jenna Roberts, 0499 327 157
Agency Recruitment Site	https://dsscareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=E

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Social Services

Vacancy VN-0762302

National Disability Insurance Agency

Closing Date:Sunday 21 September 2025

Chief Counsel
Agency Legal Services Branch or Public Law, Legislation and Practice Branch

Job Title	Deputy Chief Counsel
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Sydney NSW, Adelaide SA, Hobart TAS, Darwin NT, Perth WA, 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	Flexible
Classification	Senior Executive Service Band 1
Position Number	TBC
Agency Website	https://www.ndis.gov.au

Job Description

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

About the role

Chief Counsel Division structure

The Chief Counsel Division has three branches, each headed by a Deputy Chief Counsel who report to the Chief Counsel. The Chief Counsel reports to the Deputy CEO, Legal, Reviews, Actuarial and Data Group, who reports to the CEO.

The three branches of Chief Counsel Division are:

Agency Legal Services Branch

Public Law, Legislation and Practice Branch

Dispute Resolution and Litigation Branch.

Agency Legal Services Branch is the Agency's in-house legal team with functional responsibilities for commercial, property and corporate law; employment law; information and privacy law; integrity law. The branch also supports the Agency's scheme compliance functions.

Public Law, Legislation and Practice Branch is the Agency's in-house legal team with functional responsibilities for public and administrative law; legal policy; law reform and legislation support; scheme integrity, compliance and enforcement support. The Branch also includes a Legal Practice team that supports all aspects of legal operations, practice, strategy, capability and performance.

Dispute Resolution and Litigation Branch is the Agency's in-house legal team with functional responsibilities for leading merits review in the Administrative Review Tribunal (and appeals), managing common law and civil proceedings, and supporting proceedings that arise in other specialist jurisdictions (e.g. coronial matters).

The Deputy Chief Counsel, Agency Legal Services Branch, has 3 direct reports, and the Deputy Chief Counsel, Public Law, Legislation and Practice has 4 direct reports. The direct reports to each role are Special Counsels (EL2.3) and EL2 legal practice staff, each of whom manage several direct reports and teams.

The staff and leadership of Chief Counsel Division are distributed nationally. The Agency's Special Counsels are located in Sydney, Melbourne, Canberra, Geelong and Adelaide. The current Deputy Chief Counsels are both located in Melbourne. The Chief Counsel is located in Newcastle. There is an expectation that the Deputy Chief Counsel will undertake travel to attend in-person meetings and forums, meet with staff and convene distributed teams. The Deputy Chief Counsel will be supported administratively by an Executive Assistant.

Available role

This recruitment process is seeking to fill the role of Deputy Chief Counsel to lead either the Agency Legal Services Branch or Public Law, Legislation and Practice Branch. The Deputy Chief Counsel is an SES Band 1 position.

A merit pool will be created for future vacancies that may arise over the coming 18 months.

For more information regarding the capabilities required of SES APS leaders, please consider the relevant Leadership Profile in line with the APS Integrated Leadership System.

Duties

About you

What we're looking for in our ideal candidate:

- exceptional legal and/or legal policy professionals who are adept at giving strategic legal counsel in complex operating environments and prosecuting legal and legal policy solutions that respond to and enable Agency priorities.
- deep senior leadership experience (and excellent people skills) to set work programs, drive priorities and outcomes, and lead and get the best from a diverse, nationally dispersed team.
- a track record of great relationship building and collaboration, with proven capability to sustain trust and leverage effective relationships.
- focuses strategically and is able to set and explain strategic direction for the team to deliver outcomes against accountabilities.
- ability to navigate complexity, drive and resilience in dynamic and personally challenging environments.
- a customer-centric mindset who understands the business needs of Agency partners and works closely with them to address their needs.
- fully accountable for all aspects of their executive function, including strategic planning, budgeting, performance management, performance monitoring, evaluation and reporting, and supporting divisional accountability.
- curiosity and preparedness to learn and innovate, question the status quo and develop a culture of continuous improvement.
- a leader who promotes respectful behaviours and integrity, is self-aware and leads a respectful, supportive and enjoyable culture and team.

Candidates who think they have the right mix of skills and experience – whether specialist or generalist – to fill any Deputy Chief Counsel role (regardless of the functions assigned) are encouraged to apply.

Eligibility

What you should know

Mandatory qualifications

Possess legal qualifications (i.e. Bachelor of Laws, Juris Doctor).

Admitted as a legal practitioner to the High Court or the Supreme Court of an Australian State or Territory (or eligibility for admission).

Desirable skills, experience and qualifications

Significant executive leadership or senior management experience in a legal or legal policy context, whether in a government, private or non-government sector.

Eligibility information

To be eligible for employment with the NDIA, you must meet certain conditions before your employment can begin. These are set out within the Public Service Act 1999. Requirements include:

- **Employment Suitability Check/Police Check** – This includes the ability to obtain and maintain an Australian Government security clearance, if you are successful in getting a job.
- **Citizenship** – You must be an Australian citizen to be eligible for employment with the NDIA.

Application Instructions

Application process and requirements

Applications must be submitted using the online recruitment system: https://www.beaumontandbeaumont.com.au/11555

Your application should include:

- A current resume
- A succinct pitch (maximum 750 words)

Your pitch is your opportunity to tell us why you want to work in the Deputy Chief Counsel position at the Agency and what you can contribute. Your pitch needs to demonstrate that you have the capabilities, skills and attributes as stated in the ‘About you’ section. You can use the SES Band 1 Work Level Standards to ensure you pitch at the right level.

Suitable candidates may be invited for screening and then further shortlisted for interview.

For further questions after reviewing the Candidate Information Pack, or if you need assistance with the application process, please contact **Lionel Riley** on **(02) 6126 4500** or via NDIA@beaumontandbeaumont.com.au. Enquiries will be kept in strict confidence.

The closing date for applications is **21 September 2025.**

Reasonable adjustments and support for applicants

Reasonable adjustments are available to support applicants through the process. Reasonable adjustments could include:

- An Auslan interpreter
- Extra reading time during assessment activities, or
- Accessible software.

Recruitability

RecruitAbility applies to this vacancy.

Under the RecruitAbility scheme, you will be invited to take part in further assessment activities for the vacancy if you choose to opt-in to the scheme. To do so, you must declare you have a disability. You must still meet the minimum requirements for the vacancy. All requests for adjustments will be considered and managed in consultation with you.

To find out more, visit the APSC website.

In the NDIA, we believe building a culture of inclusion begins with a fair application process. If you have any questions, require support or reasonable adjustments, we are here to help. The Agency's contact person in the Vacancy Details section of this Candidate Pack can provide confidential assistance. You need only ask.

How to apply:

Start your application by clicking the "begin" button.

Login to an existing account or reset your password

Preview Application Form

By choosing to continue, you agree to the privacy policy. Show Privacy Policy

Notes

About the NDIA

The National Disability Insurance Agency (NDIA) is an independent statutory agency of the Australian Government. We are implementing the world leading National Disability Insurance Scheme (NDIS). This is one of the biggest social reforms in Australia's history. The NDIS is designed to enhance the quality of life of, and increase economic and social participation for, people with disability.

Our Corporate Plan 2023-2027 is the NDIA's key planning document. It identifies our purpose, outcome, programs and key activities over the next 3 years.

Learn more about the NDIA on the NDIS website.

Values

The NDIA values are:

We value people.

We put participants at the heart of everything we do.

We grow together.

We work together to deliver quality outcomes.

We aim higher.

We are resilient and always have the courage to do better.

We take care.

We own what we do, and we do the right thing. Our values reflect our passion and commitment to building a positive, participant-centred culture Australian.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Lionel Riley, (02) 6126 4500
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0762454

National Disability Insurance Agency

Closing Date:Monday 08 September 2025

Agency Wide

Job Title	Executive Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW, Parramatta NSW, Geelong VIC, Richmond VIC, Charlestown NSW, Newcastle NSW, Deakin ACT
Salary	$96,737 - $106,950
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 work arrangements which may include both working from home and working from the office
Classification	APS Level 6
Position Number	2484_08/25
Agency Website	https://www.ndis.gov.au

Job Description

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

Elevate your career in this dynamic Executive Coordinator role. We are seeking a highly skilled executive support professional to join the team and driving strategic initiatives and maintaining operational efficiency.

Duties

Where you can add value

Responsibilities of the role include but are not limited to:

• Providing high level administrative support to the Group and SES staff including diary management and preparation of meeting papers as required.

• Managing the flow of communications within the SES office, including monitoring all incoming and out-going emails, briefs and correspondence, including follow-up action and monitoring of actions required.

• Organising and supporting official meetings, travel arrangements and official functions on behalf of the SES staff and the wider Group.

• Supporting the preparation, writing, proofing and editing of documentation including complex and sensitive correspondence, research papers, corporate documentation, submissions and briefs.

• Scheduling meetings and preparing reports and documents relating to committees and projects of which the Deputy CEO is a member, sponsor or stakeholder.

• Working closely with the Executive Officer (EO) of the Group to assist with any priorities or tasks as required.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

Your NDIA Experience

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 717,000 Australians.

Access to higher superannuation and above market leave entitlements

Competitive remuneration and working conditions that support a positive work life balance

Access to ongoing professional development and learning

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Sarah Lucas, 0425722422
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0762460

National Disability Insurance Agency

Closing Date:Sunday 14 September 2025

Chief Financial Officer
Financial Reporting and Control Scheme Reporting

Job Title	APS6 Senior Business Analyst Scheme Reporting
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Richmond VIC
Salary	$96,737 - $106,950
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 working arrangements may be considered.
Classification	APS Level 6
Position Number	2242_07/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

Our participants, Our people, Our purpose

Currently, there are around 5.5 million Australians with a disability. The National Disability Insurance Agency (NDIA) implements the National Disability Insurance Scheme (NDIS), which is

one of the biggest social reforms in the country since Medicare. As an Agency, we support more than 717,000 participants with a significant and permanent disability, and the families and carers of those living with disability. For many Australians, this will be the first time they receive the disability support they need. The NDIA is designed to enhance the quality of life and increase economic and social participation for people with disability and will mean a peace of mind for every Australian.

Your NDIA Experience

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we're based far and wide across the country, we make sure nobody feels they are out on their own.

- You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 700,000 Australians.
- Access to higher superannuation and above market leave entitlements
- Competitive remuneration and working conditions that support a positive work life balance
- Access to ongoing professional development and learning

Duties

A new role awaits

The National Disability Insurance Agency Financial Reporting and Control Branch supports the Agency in financial management, compliance with legislative and policy requirements, and financial sustainability for both the Agency and the Scheme.

As part of the Financial Reporting and Control Branch, the Scheme Reporting team provides oversight of the performance and position of the Scheme's financial statements and monitors the financial systems these statements rely on. They analyse revenues, expenses, payables, receivables, systems, and controls.

The National Disability Insurance Agency Financial Reporting and Control Branch is seeking candidates to fill an APS6 Senior Business Analyst vacancy in their Scheme Reporting team to support the team’s critical role of informed decision-making, safeguarding financial position, and ensuring accurate financial reporting.

Where you can add value

As the APS6 Senior Business Analyst – Scheme Reporting, you will represent and negotiate on behalf of the branch, develop reporting and procedures, and resolve issues to ensure the agency operates a robust financial control environment.

Responsibilities of the role include but are not limited to:

- Sourcing, transforming, and interpreting data into actionable metrics and insights, and analysing results using standard and complex statistical techniques.
- Managing business and technical reporting including requirements, design, testing, training, and rollout.
- Articulating complex information into simple messaging that can be utilised by a variety stakeholders with varied levels of data literacy.
- Delivering the Agency's continuous improvement initiative, automating reporting, and utilising the information in the data warehouse.
- Contributing to various types of documentation, such as operational procedures, manuals, job aids, forms, and reference guides.

Enough about us, let's talk about you

Our ideal candidate has demonstrated strong analytical skills, enjoys a challenge and thrives on solving complex problems. They are committed to continuous improvement, and have excellent written and verbal communication.

They will bring a strong background in finance or analytical functions, with hands-on experience using SAS (Enterprise Guide, VIYA, Visual Analytics) and SAP—particularly the Public Sector Collections and Disbursements module.

Proficiency in business intelligence tools such as Power BI, Tableau, Business Objects, or similar platforms is highly desirable, as is prior experience within the Commonwealth Government, especially with the NDIS.

A solid working knowledge of SQL is essential, along with the ability to contribute across a broad range of activities spanning multiple program areas.

Advanced skills in Excel, Git, Bitbucket, and SourceTree will be highly regarded.

Eligibility

This role requires the ability to obtain and maintain a Baseline Security Clearance.

Successful candidates will be required to undergo a pre-employment Nationally Coordinated Criminal History Check and provide evidence of Australian Citizenship.

Notes

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

A merit pool will be established that may be used to fill similar positions (ongoing and non-ongoing) within the next 18 months.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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 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	William Ramirez, 03 5273 1058
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0762490

National Disability Insurance Agency

Closing Date:Tuesday 09 September 2025

Integrity and Payment Transformation

Job Title	APS4 Payments Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parramatta NSW, Geelong VIC, Midland WA, Richmond VIC, Adelaide SA, Brisbane QLD, Midland WA
Salary	$76,737 - $85,174
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	Working Arrangments can be discussed with the Line Manager
Classification	APS Level 4
Position Number	1676_06/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://ndiajobs.nga.net.au/?jati=21348D78-242B-C14A-646F-E431787C4A0C

Are you looking for a challenging and rewarding role in the National Disability Insurance Agency? The NDIA is seeking to fill APS4 Payments Officer positions within our Scheme Claims and Payments Branch.

The role will be required to provide operational and administrative support that is informed and directed by sound knowledge and may undertake some research and analysis activities.

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

Please Note: Successful candidates will receive comprehensive induction training, delivered face to face in the office 9am to 5pm daily during the first four weeks. This is followed by a highly supported consolidation period of a further 8 weeks working primarily in the office, noting adjustments to this can be discussed on an individual basis if required. After this initial period, flexible hybrid work from home arrangements and reduced hours can be considered upon request and in line with NDIA’s endeavour to support flexible working arrangements.

Duties

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

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

- Investigating and resolving outstanding payment requests that have been rejected through the myplace provider and participant portals.
- Engaging with internal and external stakeholders to resolve payment enquiries.
- Processing manual payments to providers and self-managed participants.
- Working to resolve payment issues, guided by legislation, NDIA policies and standards, and Payments Branch Standard Operating Procedures (SOPs).
- Contributing to decision-making within the team and work area.
- Meeting team and individual work resolution targets consistently.
- Resolving moderately complex payment issues, guided by legislation, policies and standards, and Claims and Payments Branch Standard Operating Procedures (SOPs). Ensuring knowledge of and compliance with legislative, financial and administrative frameworks.
- Maintaining an awareness of government decision-making processes, Agency guidelines and regulations.

APPLY NOW and become a part of making a meaningful impact to the lives of more than 700,000 Australians.

Candidates who have already submitted an application for Position/Job Reference Number 1676_06/25_EXT do not need to reapply.

Eligibility

- Baseline level clearance
- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Shabreen Ifath, recruitment@ndis.gov.au
Agency Recruitment Site	https://ndiajobs.nga.net.au/?jati=21348D78-242B-C14A-646F-E431787C

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Social Services

Vacancy VN-0762509

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Tuesday 16 September 2025

Complaints and Engagement
Communications, Engagement and Education Channels

Job Title	Director - Channels
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	$141,800 - $167,184
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	Arrangements can be negotiated in line with the Enterprise Agreement
Classification	Executive Level 2
Position Number	143_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Communications, Education and Engagement Branch ensures NDIS Commission messaging is coordinated, coherent and consistent and highlights rich shared stories, which underpin a culture of inclusion. We create compelling co-designed content and use a variety of methods to engage with a wide variety of stakeholders, including participants, providers, workers, advocates and NDIS Commission employees. Our primary goal is to uplift the capability of the disability sector by increasing awareness of the rights of participants and the obligations of providers and workers.

The Communications, Education and Engagement Branch is made up of three (3) teams – Media and Communications, Engagement, and Channels. Our goal is to educate and engage the disability sector on key issues through easy and informative content, an accessible and user-friendly focus on our website and social channels, as well as consultations with participants and their support networks such as providers, workers and carers. We bring a proactive and collaborative approach to all communications and engagement with internal and external stakeholders.

An exciting new role awaits

The NDIS Commission is undergoing a period of exciting transformation. If you are forward thinking, self-motivated, resilient, and adept at building relationships in a complex and fast paced

environment, we welcome you to explore the NDIS Commission as your next challenge. This process may be used to fill positions across the Communications, Education and Engagement Branch.

The Director, Channels manages teams responsible for Contact Centre, website, intranet, LMS platforms and user experiences.

Duties

Duties may include, but are not limited to, the following:

- Responsible for providing a strategic level of expertise, providing professional and technical or policy advice adhering to required standards
- Responsible for providing direction to staff and developing staff capabilities to ensure optimum team performance and productivity
- Accountable for managing a significant resource base and the deployment of resources within a business area or major project
- A high level of autonomy with responsibility for setting priorities, decision making developing work programs and problem solving with significant levels of judgement, assessment and interpretation
- Assume responsibility for the identification of risks, including the evaluation, management and control of all risks relevant to the area of responsibility
- Providing strategic advice on digital solutions and technology tailored to the NDIS Commission
- Liaising with capability owners, ensuring new releases and updates to Commission-endorsed applications are controlled and managed throughout the application development lifecycle
- The position is accountable to provide leadership in the implementation, promotion of and compliance with the Work Health and Safety Act (Commonwealth) 2011 within their work area.

Please view candidate information package for 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 agency.

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	Sian Leathem, 0460 043 910
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0762511

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Tuesday 16 September 2025

Complaints and Engagement
Complaints and Engagement Media and Communications

Job Title	Senior Graphic Designer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	$96,558 - $108,532
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	Arranvgements may be negotiated in line with Enterprise Agreement
Classification	APS Level 6
Position Number	144_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Communications, Engagement and Education Branch ensures NDIS Commission messaging is coordinated, coherent and consistent and highlights rich shared stories, which underpin a culture of inclusion. We create compelling co-designed content and use a variety of methods to engage with a wide variety of stakeholders, including participants, providers, workers, advocates and NDIS Commission employees. Our primary goal is to uplift the capability of the disability sector by increasing awareness of the rights of participants and the obligations of providers and workers.

The Communications, Engagement and Education Branch is made up of three (3) teams – Media and Communications, Engagement, and Channels. Our goal is to educate and engage the disability sector on key issues through easy and informative content, an accessible and user-friendly focus on our website and social channels, as well as consultations with participants and their support networks such as providers, workers and carers. We bring a proactive and collaborative approach to all communications and engagement with internal and external stakeholders.

An exciting new role awaits

The NDIS Commission is undergoing a period of exciting transformation. If you are forward thinking, self-motivated, resilient, and adept at building relationships in a complex and fast paced

environment, we welcome you to explore the NDIS Commission as your next challenge. This process may be used to fill positions across the Communications, Education and Engagement Branch.

The Senior Graphic Designer provides expert graphic design services to internal business areas within the NDIS Commission.

Duties

Duties may include, but are not limited to, the following:

- Support brand development, implementation and management to build a strong and consistent image
- Provide best practice design, accessibility and brand advice to internal clients
- Manage multiple design projects at one time and deliver to a high standard
- Respond to graphic design briefs to support the Commission's objectives and key work programs
- Provide accessible design support for corporate initiatives including template development, publications, presentations, events
- Managing end-to-end production of design briefs, including liaising with printers.

Please view candidate information package for 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 agency.

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

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To Apply

Position Contact	Laura Hofman, 08 8318 2845
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0762555

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Tuesday 16 September 2025

DART and Enabling Services
Enabling Services Security and Workplace Services

Job Title	Emergency Management and Business Continuity Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Darwin NT, Hobart TAS, Parramatta NSW, Penrith NSW, Perth WA
Salary	$96,558 - $108,532
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	Arrangements can be negotiated in line with the Enterprise Agreement
Classification	APS Level 6
Position Number	146_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The DART and Corporate Divisions were recently merged under a single Deputy Commissioner. The newly formed DART and Enabling Services Division is responsible for the

day-to-day operations of corporate enabling functions including the Commission’s governance, finance, audit and risk, information and communications technology (ICT) and property and security.

The Division is also responsible for the delivery of the Data and Regulatory Transformation program – a large transformation program which will uplift the Commissions regulatory functions through modern and effective data and ICT capabilities.

About the team

Security and Workplace Services is responsible for enhancing the Commission’s business, security and resilience capability through strategically and operationally managing the national property and accommodation portfolio. Our protective security and resilience management programs ensure our people, properties and assets remain safe, accessible, secure and fit for purpose, across the Commission's footprint.

Duties

Duties may include, but are not limited to, the following:

- Support the implementation of the Commission’s business resilience framework, strategies and plans across the organisation.
- Work with business areas Commission-wide to embed the resilience framework for Business Continuity (BC), Crisis Management (CM) and Emergency Management (EM).
- Conduct business risk assessments, business impact analyses, and document business continuity, emergency management and disaster recovery plans and procedures.
- Plan, conduct, facilitate and debrief business continuity and emergency management exercises, including desktop simulations, BC/EM plan testing, and scenario workshops to test and improve the adequacy and efficiency of existing plans and strategies.
- Take the lead on tenancy emergency management planning for the national property portfolio.
- Work closely with Commission appointed building floor wardens and first aid officers across each office to ensure they receive training, support and guidance in carrying out their responsibilities.
- Engage with internal stakeholders to build awareness, capability and compliance with continuity and emergency management requirements.
- Assist and support senior leaders and executives during disruptive events, acting as s support coordinator for continuity efforts and lessons learned post-event.
- Liaise with building management, ECO representatives and external partners to ensure tenancy-specific responsibilities are integrated with site emergency planning.
- Monitor compliance of the Commission BCM with relevant frameworks, including the Protective Security Policy Framework (PSPF), Standards (ISO22301, AS3745) and government policies, ensuring alignment with best practice standards.

Please view candidate information package for 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 agency.

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To Apply

Position Contact	Anne Fleischer, 0492 496 795
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0762560

Australian Bureau of Statistics

Closing Date:Sunday 14 September 2025

Census Field Operations

Job Title	Census Recruitment Metrics & Systems Manager/Officer
Job Type	Full-Time, Non-Ongoing
Location	Docklands VIC, Adelaide SA, Belconnen ACT, Brisbane QLD, Geelong VIC, Hobart TAS, Sydney NSW
Salary	$85,204 - $108,092
Future Merit Locations	Docklands, Adelaide, Belconnen, Brisbane, Geelong, Hobart, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid model of WFH and office
Classification	APS Level 5;APS Level 6
Position Number	25/Census_Rec_Metrics
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=E69CA4A8-DD22-97C8-3D4E-E431EC90D39F

The Census Field Recruitment Team is responsible for the attraction, selection, and engagement of 35,000 field staff across Australia, including metropolitan, regional, and remote areas. The team plays a vital role in ensuring the Census is effectively resourced by working closely with line management areas to support recruitment efforts and build a workforce capable of delivering accurate support to the Australian community.

Our team leads the implementation of an effective recruitment solution, enabling applicants to easily apply for field roles. We also develop and maintain supporting recruitment materials and procedures and manage candidate enquiries and candidate interactions to ensure a smooth and professional recruitment experience.

We are seeking to recruit one Recruitment Metrics and Systems Manager (APS 6 classification level) and two Recruitment Metrics and Systems Officers (APS 5).

Duties

As a Recruitment Metrics and Systems Manager or Officer, you will play an important role in enabling data-informed recruitment decisions across the organisation. You will lead or contribute

to the design, development and maintenance of recruitment dashboards and reporting tools that provide visibility of key recruitment metrics, highlight emerging risks and support proactive recruitment attraction.

You will work closely with the recruitment operations team, technology partners and the recruitment system product owner to ensure the recruitment solution is fit-for-purpose, user-friendly and aligned with strategic goals.

Responsibilities of both roles:

Data & Reporting

- Design and maintain recruitment dashboards and reporting tools to provide visibility into key metrics and trends.
- Monitor recruitment data to identify risks, bottlenecks, and talent pipeline issues.
- Ensure data accuracy, integrity, and consistency across recruitment reports.
- Support strategic and operational decision-making through data insights and reporting solutions.

Systems & Tools

- Collaborate with system owners and technology teams to enhance recruitment system functionality and resolve issues.
- Provide first-line support and training to recruitment staff and stakeholders on system usage.
- Maintain documentation such as standard operating procedures and user guides.

Stakeholder Engagement

- Work closely with recruitment managers to align metrics with business needs and support recruitment performance monitoring.
- Build strong relationships with internal teams including HR, IT, and operations to ensure integrated recruitment solutions.

Process Improvement & Strategy

- Contribute to recruitment strategy, policy development, and process improvements.

- Identify opportunities to improve recruitment procedures for scalability and effectiveness.

The APS 6 Recruitment Metrics & Systems Manager role will have more of a strategic focus and a greater responsibility for managing staff in the team and relationships with stakeholders.

Eligibility

You must be an Australian citizen to be eligible to apply.

Notes

These are temporary positions commencing November/December 2025. The APS 6 position is available until December 2026; the APS 5 positions until July 2026, with a possibility of extension.

To apply you will need to submit a statement of claims (maximum 500 words) responding to the following:

Explain how your experience and skills align with the requirements of the Recruitment Metrics and Systems Manager (APS 6) and/or Recruitment Metrics and Systems Officers (APS 5) role(s). If you wish to apply for both roles, please submit a statement which addresses the requirements of the Recruitment Metrics and Systems Manager (APS 6) role.

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	Rachael Robertson, 02 6252 6072
Agency Recruitment Site	https://abs.nga.net.au/?jati=E69CA4A8-DD22-97C8-3D4E-E431EC90D3

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Treasury

Vacancy VN-0762584

Australian Bureau of Statistics

Closing Date:Sunday 14 September 2025

Census and Population Division
Census Field Operations Census Workforce Services

Job Title	Recruitment Manager (APS 6) & Recruitment Team Leader (APS 5)
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT
Salary	$85,204 - $108,092
Future Merit Locations	Sydney, Adelaide, Brisbane, Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 5;APS Level 6
Position Number	25/Census_Rec_Mgr_TL
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=6888C3D7-7A20-BBA0-1AD4-E431EEE3C3FE

The Census Field Recruitment Team is responsible for the attraction, selection, and engagement of 35,000 field staff across Australia, including metropolitan, regional, and remote areas. To lead this major initiative, the Australian Bureau of Statistics (ABS) is recruiting three Recruitment Managers and six to eight Recruitment Team Leads.

About the roles

Are you ready to make a meaningful impact on one of Australia's largest data collection efforts? The ABS is seeking passionate individuals to lead and support recruitment operations for the 2026 Census.

As an APS 5 or APS 6 Recruitment Team Leader or Manager, you'll coordinate and deliver high-quality, inclusive and timely recruitment outcomes across designated areas from job design and advertising to selection and onboarding.

Both roles offer the opportunity to make a real impact through these core responsibilities:

- track and analyse recruitment performance metrics to maintain high standards of efficiency, timeliness, and service quality
- provide guidance and support to team members, enabling informed decision-making and consistent application of recruitment policies
- cultivate a team culture rooted in accountability, collaboration, inclusivity and continuous improvement
- build and maintain strong relationships with internal stakeholders, including hiring managers, HR advisors and Census operational teams.

Role-Specific Responsibilities

APS 6 Recruitment Manager

- ensure recruitment strategies support ABS and Census objectives, including readiness for large-scale operational phases
- oversee end-to-end recruitment processes, including job design, advertising, selection, onboarding, and compliance
- implement process improvements to streamline recruitment operations and enhance candidate experience
- proactively identify recruitment risks and shortfalls across your areas of responsibility, including hard-to-fill roles and critical capability gaps
- develop and implement mitigation strategies, including targeted campaigns, talent pools, and contingency planning with our stakeholders
- provide coaching, training, and development opportunities to build recruitment capability and confidence
- work closely with other managers to ensure alignment in recruitment approaches, policies, and practices across the broader team.

APS 5 Recruitment Team Leader

- support the implementation of recruitment strategies that align with ABS and Census objectives, including readiness for large-scale operational phases
- coordinate and deliver end-to-end recruitment processes, including job design, advertising, selection, onboarding, and compliance activities
- support process improvements and escalate issues as appropriate
- assist in identifying recruitment risks and shortfalls, including hard-to-fill roles and capability gaps, and escalate issues as appropriate

- contribute to the development and implementation of mitigation strategies, such as targeted campaigns and talent pools
- support training and capability development activities within the recruitment team
- collaborate with internal stakeholders to maintain alignment with recruitment policies and practices across the broader team.

Duties

To deliver on these responsibilities, both roles require a shared foundation of key capabilities, including:

- strong communication and stakeholder engagement skills, with the ability to build trusted relationships and influence outcomes across internal and external stakeholders
- strong problem-solving and process improvement capabilities, with sound judgment to identify issues and contribute to effective solutions
- high level of adaptability and commitment to continuous improvement, with a proactive approach to learning and enhancing recruitment practices
- cultural capability to engage respectfully and inclusively with Aboriginal and Torres Strait Islander peoples, applying culturally appropriate communication in all interactions.

Role specific Skills:

APS 6 Recruitment Manager

- sound understanding of recruitment processes and principles, including relevant legislation
- demonstrated experience in managing end-to-end recruitment operations, including the ability to identify and mitigate emerging risks
- ability to work strategically while balancing operational demands in a fast-paced and dynamic environment.

In addition, the following skills, qualifications or experience are also highly desired:

- minimum 3 years’ experience in a recruitment position and/or similar role.

APS 5 Recruitment Team Leader

- strong organisational skills and attention to detail, with the ability to manage competing priorities.

Eligibility

To eb eligible for this role:

- You must be an Australian citizen at the time you apply.
- You will need to undertake pre-employment checks, including a national police check and health assessment.

Notes

These are temporary positions up to 9 months duration, commencing November/December 2025 to July 2026 , with a possibility of extension.

To apply you will need to submit a statement of claims (maximum 500 words) responding to the following:

Explain how your experience and skills align with the requirements of the Recruitment Manager and/or Recruitment Team Leader role(s). If you wish to apply for both roles, please submit a statement which addresses the requirements of the Recruitment Manager (APS 6) role.

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 agency.

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	Rachael Robertson, 0262526072
Agency Recruitment Site	https://abs.nga.net.au/?jati=6888C3D7-7A20-BBA0-1AD4-E431EBE3C3F

Treasury

Vacancy VN-0762412

Australian Securities and Investments Commission

Closing Date:Friday 12 September 2025

Job Title	Business Management Lead
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$123,444 - $131,725
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	ASIC/1880879
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226347851

Duties

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.

- **Sydney based**
- **From $123,444 - $131,725 (depending on experience) + 15.4% superannuation**
- **Permanent position**
- **Applications close at 11:59pm AEST, Friday, 12 September 2025**

The team

The Digital, Data & Technology (DD&T) group drives transformational change and delivers core technology services across ASIC. It comprises IT, Cyber Security, Data Analytics & AI, Digital Hub, Portfolio Office, Business Management Unit, and programs such as RegistryConnect (modernising our business registers) and Digital Delivery.

The Business Management Unit (BMU) provides business management and executive support services, focusing on forward planning and continuous improvement, to enable smooth business operations and help the DD&T leadership achieve their strategic and operational priorities.

The role

The Business Management Lead is responsible for planning, leading and managing a range of DD&T activities to support the Executive Leadership Team and broader DD&T group. This includes meetings, staff forums, internal communications, reporting, business continuity planning, culture initiatives, and being an active participant on various working groups. The role plays a key role in partnering with the Business Coordinator to ensure efficient operations, strong information management, and ongoing business improvement.

You will be accountable for:

- Coordinating monthly management meetings and quarterly townhalls, including presentation pack preparation.
- Managing internal communications across newsletters, SharePoint, Teams, and executive messaging.
- Leading BCP reviews and emergency planning; acting as DD&T's liaison with ASIC's Business Resilience Team.
- Driving DD&T's Culture Action Plan with executive sponsors, including working group coordination and reporting.
- Supporting the Women in DD&T Network through meeting coordination and content contribution.
- Assisting with DD&T business planning, stakeholder engagement, and progress reporting.
- Leading business improvement initiatives and enhancing work practices with the Senior Manager BMU.
- Ensuring smooth BMU operations with the Business Coordinator and Executive Assistants, leveraging digital and AI tools.
- Overseeing governance reviews to maintain up-to-date policies and procedures.
- Coordinating DD&T Privacy Champion activities and acting as BMU Privacy Champion when needed.
- Supporting procurement processes in line with PGPA Act and compliance requirements.

About you

You will ideally have the following skills & experience in a corporate of government environment:

- Relevant vocational or tertiary qualifications.
- Advanced organisational, time management and problem-solving skills.
- Strong customer service and stakeholder management experience including building, maintaining and utilising networks and relationships and ability to partner and work effectively with other ASIC teams to meet objectives.
- Intermediate to Advanced Microsoft Office skills, including Word, Excel, PowerPoint and SharePoint.
- Communicate effectively to all audiences in both written and verbal formats to achieve intended purposes. Demonstrated strong business writing skills.
- Strong analytical skills.
- Experience implementing projects or business improvement initiatives involving multiple stakeholders.
- Excellent judgement and an ability to own and drive work with limited guidance.
- Understanding of ASIC's role within the Government and regulatory context.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEST, Friday, 12 September 2025

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 committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

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	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0762425

Australian Securities and Investments Commission

Closing Date:Friday 12 September 2025

Job Title	Analyst
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	1880934
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226348107

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.

Bring your well-developed research and analytical and research skills in this permanent role as an Analyst, to assess applications for Australian Financial Services and Australian Credit licences.

- **Sydney and Melbourne location preferred – other locations considered**
- **Permanent position**
- **Applications close at 11:59pm AEST, Friday 12 September 2025**

The team

The Licensing team is ASIC's front-line gatekeeper for our regulated participants. The team is responsible for assessing applications from those seeking a financial services or consumer credit

licence, or to become registered to provide company audit and SMSF audit services to Australian consumers and businesses.

The role

As an Analyst you will be required to utilise your experience and strong analytical skills to interpret complex information and legislation to resolve issues and make decisions.

You will be responsible for:

- Assessing basic to moderately complex Australian Financial Services Licence and Australian Credit Licence applications.
- Dealing with enquiries relating to assessment and decision making.
- Communicating effectively with applicants and preparing documentation on issues identified during the assessment process.
- Providing recommendations and preparing documentation for refusal of licence applications.
- Liaising and negotiating with a range of internal and external stakeholders.

Please note that role is available at either ASIC3 or ASIC4 classification.

You will be asked to indicate the classification that you wish to apply for.

- ASIC3 – from $78,720 + 15.4% superannuation: candidates with minimum 2-3 years' relevant experience.
- ASIC4 – from $94,198 + 15.4% superannuation: candidates with minimum 4-5 years' relevant experience.

Duties

About you

With your demonstrated experience in researching, analysing, researching and interpreting complex information and legislation, you will have the technical expertise and skills to resolve complex customer queries and achieve impactful outcomes. Your experience includes strong communication skills and the ability to effectively engage with various stakeholders, as well as sound time management skills with strong attention to detail. Experience in the financial services space is preferred.

You will also demonstrate:

- Relevant tertiary qualification.
- Ability to present information clearly to diverse audiences, with strong editing skills and the ability to distil key messages.
- Confidence engaging with others, including participating in difficult and challenging discussions.

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.

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- 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.

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEST, Friday 12 September 2025.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Irina Sayer, +61299112337
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0762461

Australian Securities and Investments Commission

Closing Date:Friday 05 September 2025

Job Title	Program Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$94,198 - $112,011
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	APS Level 5;APS Level 6
Position Number	1873317
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226311896

Duties

At ASIC,you can be the change that ensures a fair,strongand efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to helpmaintainthe integrity of the financial system and protect consumers from harm.

The Program Analyst will deliver end-to-end project support and governance services to the DD&T Portfolio Office, Project Managers and project team members.

- **Sydney based location**
- **$94,198 - $112,011 (depending on experience) + 15.4% superannuation**
- **12-Month Fixed Term Contract**
- **Applications close at 11:59pmAEST,Friday 5 September 2025**

The team

The Digital, Data & Transformation Portfolio Office (DD&T) is ASIC's centre of excellence for strategic planning, transformation, and cross-organisational project governance. It oversees performance and regulatory reporting and delivers key outcomes through multiple programs aligned with the Digital Transformation Team.

The role

- Provide project coordination/support and governance services to various projects within the DD&T Portfolio Services space.
- Assist with project financials including end of month activities, GL scrutiny, timesheet analysis, resourcing updates and monthly / YTD / EAC variance investigation.
- Assist with project and portfolio reporting requirements ensuring all deadlines and quality standards are met.
- Provide analytical support to project and program teams by tracking performance metrics, managing data, and generating reports.
- Efficiently manage relationships with internal and external stakeholders – handle queries on financials, project status, and program governance.
- Ensure all members of the project team are up to date with current information and resources
- Assist with meeting logistics and group PMO administration including group mailbox monitoring
- Multi-task in a fast-paced environment with multiple stakeholders

About you

We are looking for someone with a minimum of three years experience in a Program Analyst position. Experience with MS Project will be highly regarded. You will also have the following skills and experience:

- Experience working on large programs with annual budgets in excess of $20M.
- Demonstrated PMO experience, with involvement in large, business critical systems and process projects being highly regarded.
- All-rounder exposure to PMOs including executive reporting, RAID management, finance management, resource management and change/scope management.
- A familiarity with project methodologies and practices with a focus on project governance and reporting.
- Experience with project board meeting logistics including meeting setup, agenda creation, paper consolidation and secretariat duties.
- Strong communication skills, both written and verbal, with strong capabilities to articulate complex analytical information to all levels within the organisation
- Strong interpersonal / people skills and the ability to liaise with a variety of internal and external stakeholders.
- Meticulous attention to detail to ensure data accuracy and effective process management.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pmAEST,Friday 5 September 2025

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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	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0762506

Australian Securities and Investments Commission

Closing Date:Monday 15 September 2025

Job Title	Chief Financial Officer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Canberra ACT
Salary	-
Future Merit Locations	Sydney, Melbourne, Brisbane, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Senior Executive Service Band 1;Senior Executive Service Band 2
Position Number	1876896
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226349944

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.

- Inspire and lead a high performing team
- Provide strategic leadership of ASIC's Finance and unclaimed money functions
- Bring your experience to drive long term financial strategy
- Executive position, remuneration commensurate with level and experience
- Initial 3-year term
- Flexible location
- Applications close at 11:59pm AEST, Monday 15 September 2025

The team

The Chief Financial Officer is part of the Enterprise Services Group which provides core enabling services that support the achievement of ASICs strategic objectives.

The Finance team provide trusted and timely advice and services to enable ASIC to make smart decisions on the efficient use of public resources and operate efficiently and effectively.

The role

As the Chief Financial Officer, you will be accountable for leading ASIC's Finance function which is responsible for:

- Providing strategic advice on complex financial matters to a diverse range of stakeholders.
- Driving long-term financial strategy and supporting groups across the business.
- Overseeing financial operations including ASIC's unclaimed money responsibilities.
- Leading the statutory financial reporting and financial framework functions which includes preparing consolidated year-end financial statements and work papers.
- The preparation of ASIC's annual budget.

You will promote a high-performance culture, drive financial compliance, and partner with senior leaders to achieve business outcomes. Your will work collaboratively with business planning and performance reporting team to improve ASIC's reporting framework and deliver insights that supports ASIC's work.

Duties

About you

To be successful in this challenging and rewarding role, you will have the demonstrated ability to lead, support and influence large, high performing teams in a dynamic and complex environment. It is anticipated you will have considerable experience in the direct management of large teams and be able to foster a culture continuous improvement.

You will have a proven track record operating at a senior executive level, having managed a complex finance function within the public sector. Your ability to operate strategically across the business, will be complimented by your commitment to problem solve, understand challenges, communicate and support your team at an operational level.

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEST, Monday 15 September 2025.

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicky Amorosa, +61392803411
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0762530

Australian Securities and Investments Commission

Closing Date:Tuesday 16 September 2025

Job Title	Product Manager
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Traralgon VIC
Salary	$153,448 - $162,634
Future Merit Locations	Sydney, Melbourne, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 2
Position Number	ASIC/1882069
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226350473

Duties

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 is seeking an experienced Product Manager to provide leadership, management and direction to a team of product owners across the RegistryConnect Program. The core focus of the role will be on data and Director ID products. Some knowledge of data products will be beneficial.

- **Sydney, Melbourne & Traralgon. Other locations considered.**

- **From $153,448 - $162,634 (depending on experience) + 15.4% superannuation**
- **36-Month Fixed Term Contract Position**
- **Applications close at 11:59pm AEST, Tuesday 16 September 2025**

The team

The RegistryConnect Program will provide reliable, secure, trusted, and efficient registry services to support the economy for the benefit of all Australians. The Program has five strategic objectives: Stabilise ASIC Registry technology for enhanced security and performance, modernise registers, user channels, and interfaces, improve data quality and integrity through better linkages, enable registry reform via policy and legislative changes, Build lasting capabilities for future enhancements.

The role

As a seasoned **Product Manager** with strong leadership qualities, you will be required to:

- Lead and manage product owners across the program
- Deliver outcomes by leveraging people, tech, data, law, and policy
- Modernise ASIC registers, data, and user interfaces per One ASIC principles
- Prioritise delivery of Director and data features based on user needs and feasibility
- Represent user data needs to ensure consumer-focused product design
- Enhance UX using data insights to drive engagement and measurable impact
- Collaborate with ASIC teams and partners to deliver quality products
- Advise on UX, UI, and accessibility design
- Ensure compliance with legal, regulatory, and organisational standards

About you

Qualifications & Experience:

- Tertiary qualifications and/or experience leading large transformation programs
- Background in IT, Business, or Communications with product and change management expertise
- Proven delivery of complex, enterprise-wide programs with multiple stakeholders
- Strong understanding of ASIC's strategy and operating model
- Skilled in leveraging ASIC's IT infrastructure to improve processes
- Effective influencer across all organisational levels
- Able to bridge business needs and technology constraints
- Strong decision-making in high-pressure, competing priority environments
- Balanced focus on business and IT strategy, automation, and service delivery
- Experienced in managing people, process, and behavioural change initiatives

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEST, Tuesday 16 September 2025 .

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- Flexible work arrangements
- Assistance for study and professional development

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0762534

Australian Securities and Investments Commission

Closing Date:Tuesday 16 September 2025

Job Title	Communications Adviser
Job Type	Full-Time, Non-Ongoing
Location	Traralgon VIC, Sydney NSW, Melbourne VIC
Salary	$123,444 - $136,097
Future Merit Locations	Traralgon, Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	ASIC/1881167
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226350573

Duties

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.

- **Sydney, Melbourne & Traralgon. Other locations considered.**
- **From $123,444 - $136,097 (depending on experience) + 15.4% superannuation**
- **24-month Fixed Term Contract Position**
- **Applications close at 11:79pm AEST, Tuesday 16 September 2025**

The team

The Registry Connect program is focused on the stabilisation and targeted uplift of business registers including designing connections to the ABN and Director ID registers held by the ATO, and the more than 30 registers held by ASIC.

The role

As a **Communications Adviser**, you will take a coordinating role as well as be responsible for hands-on delivery of communication products for the program.

Your responsibilities will include:

- Concise Deliver communication outcomes within agreed timeframes
- Collaborate with Product, Engagement, and Change leads on program communications
- Plan and execute internal/external engagement activities
- Apply ASIC change framework to stakeholder communications
- Coordinate with change and comms teams for consistency across RC Program
- Support RC teams in raising stakeholder awareness and understanding
- Track and report communication effectiveness
- Ensure program messaging is clear, and channels (e.g. SharePoint, intranet) are current and effective

About you

Ideally you will have the following skills and experience and thrive in a fast-paced environment:

- Qualifications in communication or change management
- 2+ years' experience in communication delivery, ideally in Agile or relevant industries
- Broad comms experience across internal/external channels (email, web, digital, social)
- Quick learner with versatile skillset
- Skilled in planning and managing comms and stakeholder engagement
- Able to manage complex relationships and multi-stakeholder environments
- Experienced in delivering complex projects and business outcomes
- Strong problem-solving and analytical skills to improve processes
- Excellent business writing and verbal communication for diverse audiences

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEST, Tuesday 16 September 2025.

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0762539

Australian Securities and Investments Commission

Closing Date:Sunday 14 September 2025

Job Title	Product Owner
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Traralgon VIC
Salary	$126,716 - $144,386
Future Merit Locations	Sydney, Melbourne, Brisbane, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	ASIC/1882068
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226350696

Duties

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.

The Australian Government has announced the stabilisation of existing business registers and their transfer from the Australian Taxation Office (ATO) back to ASIC, under the Registry Connect (RC) Program. The RegistryConnect Program will provide reliable, secure, trusted, and efficient registry services to support the economy for the benefit of all Australians.

- **36-Month Full Time Fixed Term Contract Position**
- **Sydney, Melbourne, Brisbane and Traralgon Locations**
- **Salary from $126,716 to $144,386 (depending on experience) + 15.4 % superannuation**
- **Applications will close at 11:59pm AEST, Sunday 14 September 2025**

The role

The Product Owner is responsible for both representing the business and acting as an escalation point for the business teams while at the same time driving the uplift and modernisation of ASIC's registers, user channels, and interfaces. The Product Owner will also be required to lead Business Analysts in developing high-quality, documented business requirements to enhance product functionality.

This role will see you working closely with Senior Leaders, Product Managers, Subject Matter Experts and business teams to ensure the delivered product meets business needs. Additionally, you'll collaborate with the Product Management Team to establish and manage a product backlog for platform applications.

More specifically, you will:

- Collaborate with the Product Management Team to establish a Product Backlog, capturing and documenting business and functional requirements for Platform applications.
- Partner with the Delivery Team to refine requirements and develop solutions aligned with business needs.
- Engage with Product Managers, Subject Matter Experts, and Product Leads to build a comprehensive understanding of ASIC's business processes and operational requirements.
- Work closely with Delivery Teams to define acceptance criteria for solutions developed on the One ASIC Platform.
- Support Product Managers in coordinating business testing (UAT and PVT), including preparation, execution, and assisting business representatives during testing.

About you

The ideal candidate for the Product Owner role is a strategic, delivery-focused professional with a background in either product ownership or business analysis, supported by strong stakeholder

engagement skills. They bring with them extensive experience in documenting and analysing business requirements with a proven ability to translate complex needs into actionable solutions. With a solid track record in managing product backlogs and defining acceptance criteria, they will be able collaborate effectively with delivery teams to ensure solutions meet business objectives.

In addition, you will have:

- Relevant bachelor’s degree and/or proven experience in gathering, analysing, and documenting business requirements.
- Demonstrated ability to interpret complex business needs, resolve issues, and document effective solutions.
- Experienced in building and maintaining strong relationships with both business and technology stakeholders.
- Proven ability in engaging with business stakeholders to elicit requirements and identify opportunities for process improvement.
- Excellent verbal and written communication skills.
- Previous experience in a Business Analyst or Product Owner role would be highly advantageous.

Click ‘apply' to start your application.

Applications will close at 11:59pm AEST, Sunday 14 September 2025.

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0762585

Australian Securities and Investments Commission

Closing Date:Wednesday 10 September 2025

Job Title	Program Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	$123,444 - $136,079
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	ASIC/1882012
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226351828

Duties

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.

The Australian Government has announced the stabilisation of existing business registers and their transfer from the Australian Taxation Office (ATO) back to ASIC, under the RegistryConnect (RC) Program. This program aims to deliver reliable, secure, trusted, and efficient registry services to support the economy for the benefit of all Australians.

- **36-Month Fixed Term Role**
- **Sydney or Melbourne location**
- **Salary from $123,444 to $136,079 (depending on experience) + 15.4 % superannuation**
- **Applications will close at 11:59pm AEST, Wednesday, 10 September 2025**

The team

The RegistryConnect Program Office (PO) is responsible for overseeing the delivery of ASIC's RegistryConnect Program, which aims to modernise and stabilise ASIC's registry services. The

Program Office plays a pivotal role in enabling scheduling, monitoring, reporting for the program, supporting completion to scope, on time and within budget.

The role

As the **Program Analyst** working within the RegistryConnect Program Office you will play a pivotal role in ensuring the effective execution and seamless operation of the program by supporting the successful delivery of program frameworks, documentation and reporting.

More specifically, you will:

- Contribute to the design and implementation of program and project frameworks, templates, and processes aligned with best practice, ASIC standards, and audit requirements.
- Maintain the accuracy and relevance of key program documentation through regular reviews.
- Enhance program reporting to surface critical insights that support effective decision-making.
- Process key data sets and support visual reporting across RAIDD, resourcing, and procurement functions.
- Prepare program and portfolio reports, including drafting papers for Steering Committees and other governance forums.
- Coordinate reviews of project and program compliance with ASIC's frameworks and support related assurance activities.

About you

The ideal candidate for the Program Analyst role will be a highly organised and proactive professional with previous experience supporting complex, large-scale programs. They possess a strong background in program frameworks, documentation and reporting with proven stakeholder communication and engagement ability enabling effective delivery in dynamic environments.

In addition, you will have:

- Relevant tertiary qualifications and/or experience supporting large-scale programs of work.
- Strong knowledge of program and project management principles and deliverables; certifications such as MSP or PRINCE2 are highly regarded.
- Skilled in developing visual reports from diverse data sources.
- Proficient in Microsoft tools including SharePoint, PowerPoint, Excel, Project, and Power BI.
- Excellent written and verbal communication skills.

Click ‘apply' to start your application.

Applications close at 11:59pm AEST, Wednesday, 10 September 2025.

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Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0762589

Australian Securities and Investments Commission

Closing Date:Wednesday 17 September 2025

Job Title	Cloud/AWS Engineer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$123,444 - $136,097
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	ASIC/1882902
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

Duties

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.

- **Sydney based location**
- **$123,444 - $136,097 (depending on experience) + 15.4% superannuation**
- **36-Month Fixed Term Contract Position**
- **Applications close at 11:59pmAEST,Wednesday, 17 September 2025**

The team

The People, Transformation & Technology Group leads transformational change at ASIC by investing in people, processes, and technology. It unites digital, data, and tech teams—supported by the enterprise program office—to drive innovation while maintaining core systems. The portfolio includes Registry Interactions Services, Modernising Business Registers, and the Information Technology team, which powers ASIC's transformation agenda through digital solutions and platform delivery.

The role

The **AWS Engineer** supports designing, building, and maintaining the AWS infrastructure that supports mission-critical applications.

Your responsibilities will include:

- Build and manage scalable AWS infrastructure using best practices
- Use IaC tools like Terraform and CloudFormation
- Configure networks (VPCs, subnets, peering, NAT, Transit Gateway)
- Automate provisioning and deployment with CI/CD, Lambda, EventBridge, Step Functions
- Containerize workloads with ECS, EKS, or Fargate
- Set up monitoring and alerts via CloudWatch, X-Ray, or Grafana
- Partner with engineering, security, and ops to deliver infrastructure solutions
- Mentor junior engineers and conduct code reviews
- Improve DevOps workflows and engineering standards

About you

A successful applicant should possess many or all of the following:

- Bachelor's degree in computer science, Information Technology, or a related field.
- 5+ years of hands-on AWS experience supporting production environments.
- Solid experience with IaC and automation (Terraform and CloudFormation).
- Strong scripting skills (Python, Bash, PowerShell)
- Proficiency with DevOps toolchains (Git, CI/CD, Docker, Kubernetes, Helm, GitOps).
- Knowledge of serverless architectures and event-driven design.
- AWS Certification: Associate or Professional-Level is a plus.

View the position description for more information or click 'apply' to start your application.

Applications close at 11:59pm AEST, Wednesday, 17 September 2025.

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 committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

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	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0762602

Australian Securities and Investments Commission

Closing Date:Thursday 18 September 2025

Job Title	Service Operations Engineer
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA
Salary	$94,198 - $101,643
Future Merit Locations	Adelaide
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	APS Level 5;APS Level 6
Position Number	ASIC/1881624
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226352162

Duties

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.

- **Location: Adelaide**
- **From $94,198 - $101,643 (depending on experience) + 15.4% superannuation**

- **24-Month Fixed Term Contract**
- **Applications close at 11:59pm, Thursday, 18 September 2025**

The team

The Information Technology Team delivers a broad range of services and support across ASIC. Service Operations provides national IT assistance to ASIC staff and stakeholders. ASIC is undergoing a major digital transformation to become a best-in-class financial regulator, with significant projects focused on modern workplace tools, mobility, security, cloud systems, and a growing emphasis on data sharing, analytics, and automation.

The role

This role provides on-site and remote second-level IT support for ASIC users, contributes to national projects and limited third level assistance, and encourages ongoing skill development for career growth.

Your responsibilities will include:

- Deliver second-level support across ASIC systems, collaborating with IT teams to resolve incidents and requests.
- Own customer issues, ensuring clear communication and a positive experience.
- Document processes to support efficient IT operations.
- Contribute to projects, rollouts, offsite support, and major initiatives.
- Provide fast, high-level support to Commission and Senior Executives.
- Manage and resolve items in team ticket queues.
- Build strong relationships with business and IT stakeholders nationwide.
- Guide first-level Service Desk staff to improve first-call resolution.
- Support and maintain mobile devices including Surface laptops, iPads, and iPhones.

About you

Likely Skills and Experience:

- Strong technical support experience across large user bases nationally.
- Proficient in Ivanti or similar ITSM tools.
- IT qualifications or equivalent industry experience.
- Familiar with Microsoft Active Directory.
- Logical, practical approach to technical problem-solving.
- Skilled in user support, issue resolution, and meeting SLAs.
- Experienced in both remote and face-to-face support.
- Excellent communication and stakeholder engagement.
- Support experience with AD, Windows 10/11, M365, Azure Virtual Desktops, and iOS.
- Desirable skills in M365 Power Apps, Intune, Netskope, and video conferencing.
- Advantageous knowledge of Azure AD and AWS.
- Strong interest in process improvement and automation.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEST, Thursday, 18 September 2025.

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- 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	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0761925

Australian Taxation Office

Closing Date:Thursday 11 September 2025

Enterprise Solutions and Technology
Enterprise Solutions and Technology

Job Title	IT Mainframe Application Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$81,265 - $88,200
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Upper Mount Gravatt
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
Position Number	EXT_EST_562_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=CF7D64A1-5B1D-0D22-AA8D-E41E60150298

Duties

We are seeking motivated IT Mainframe Application Developers to join our team.

As an IT Mainframe Application Developer in Enterprise Solutions and Technology, you will implement the design, build, testing and maintenance of various IT applications.

You will work in a scrum team and collaborate with business partners to deliver services using an agile approach. You'll also develop and support key IT services processes, including release, change, configuration, incident and problem management.

Communication will be a vital aspect of your role, as you'll provide detailed technical and professional advice across various media channels.

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.

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 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	Bec Coldrey, (03) 8632 4521
Agency Recruitment Site	https://ato.nga.net.au/?jati=CF7D64A1-5B1D-0D22-AA8D-E41E6015029

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Treasury

Vacancy VN-0761927

Australian Taxation Office

Closing Date:Thursday 11 September 2025

Enterprise Solutions and Technology
Enterprise Solutions and Technology

Job Title	IT Mainframe Application Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC
Salary	$90,596 - $96,042
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Upper Mount Gravatt
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 5
Position Number	EXT_EST_563_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=E035FB55-1E4A-851C-E59B-E41E60240408

Duties

We are seeking motivated IT Mainframe Application Developers to join our team.

As an IT Mainframe Application Developer in Enterprise Solutions and Technology, you will implement the design, build, testing and maintenance of various IT applications.

You will work in a scrum team and collaborate with business partners to deliver services using an agile approach. You'll also develop and support key IT work processes including release, change, configuration, incident and problem management, and will mentor less experienced staff.

Communication will be a vital aspect of your role, as you'll provide detailed technical and professional advice across various media channels.

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.

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 agency.

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To Apply

Position Contact	Bec Coldrey, (03) 8632 4521
Agency Recruitment Site	https://ato.nga.net.au/?jati=E035FB55-1E4A-851C-E59B-E41E60240408

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Treasury

Vacancy VN-0761928

Australian Taxation Office

Closing Date:Thursday 11 September 2025

Enterprise Solutions and Technology
Enterprise Solutions and Technology

Job Title	IT Mainframe Application Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Melbourne VIC
Salary	$97,816 - $112,312
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Upper Mount Gravatt
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_EST_564_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=63AD3A9C-1AC9-29C4-6801-E41E602B63C8

Duties

We are seeking motivated IT Mainframe Application Developers to join our team.

As an IT Mainframe Application Developer in Enterprise Solutions and Technology, you will implement the design, build, testing and maintenance of various IT applications.

You will work in a scrum team and collaborate with business partners to deliver services using an agile approach. You'll communicate in various styles across different media channels to provide detailed technical and professional advice on complex problems.

As a senior member of the development team, you will guide and support staff by coaching, reviewing work and providing feedback to build team capability. You'll foster a culture of continuous improvement by encouraging innovation, collaboration and learning.

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.

Eligibility
Notes

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To Apply

Position Contact	Bec Coldrey, (03) 8632 4521
Agency Recruitment Site	https://ato.nga.net.au/?jati=63AD3A9C-1AC9-29C4-6801-E41E602B63C

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0762521

Australian War Memorial

Closing Date:Wednesday 17 September 2025

Corporate Services
Corporate Services Information Technology

Job Title	IT Business Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$116,859 - $126,287
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	Executive Level 1
Position Number	25-099
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

Under broad direction, the EL1 IT Business Manager is responsible for developing and implementing business strategies, monitoring IT financial performance and maintaining relationships with key stakeholders. The role will include leadership and management of the following: Service Management, Business analysis, change control, project support, mail services and admin support in collaboration with other IT teams.

The IT Business Manager will work closely with the Head of IT to realise approved plans for the Memorial in Cyber, Corporate and Strategic plans, progressing their content as required. They will provide support in the provision of applicable situational reports to monitor progress within the IT section to support Head of IT determine the direction of the section moving forward.

This position requires manual handling.

Duties

- Lead the development and implementation of business strategies that align with the Australian War Memorial's (AWM) strategic objectives, ensuring measurable outcomes and continuous improvement.
- Provide high-level operational support to the IT Service Manager, facilitating efficient workflows, optimal resource allocation, and effective service delivery across the section.

- Foster a collaborative and high-performing team culture by promoting cohesion, knowledge sharing, and staff engagement, contributing to a positive and productive work environment
- Oversee budget planning and financial management activities, including license costs, ensuring compliance with financial policies and using reports to identify changes where required.
- Manage the end-to-end Information Technology Business Request (ITBR) process, ensuring alignment with organisational priorities and timely execution of deliverables.
- Monitor and report on key performance indicators (KPIs) and service level agreements (SLAs), providing strategic insights and recommendations to the IT Section Head to support continuous service improvement.
- Identify and assess operational risks, providing expert advice and implementing mitigation strategies to support business continuity and resilience.
- Build and maintain effective relationships with internal stakeholders and external service providers, ensuring clear communication and alignment with organisational goals.
- Ensure compliance with AWM policies, APS frameworks, and relevant legislative and regulatory requirements, promoting a culture of accountability and integrity.
- Lead initiatives to evaluate and enhance operational processes, driving efficiencies and supporting innovation in service delivery.
- Provide strategic and operational support to the IT Section Head, contributing to section-wide planning, reporting, and governance activities.

Desirable Skill and Qualifications

- Tertiary qualifications in a relevant discipline, or equivalent experience.
- Experience in the development, management and improvement of business systems, change management initiatives and implementation of quality assurance processes.
- Experience in data analysis will be well regarded.

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.

Mandatory Requirements

Ability to obtain and/or maintain a Negative Vetting Level 1 security clearance

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

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 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	Chris Game, (02) 6243 4566
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0762601

Australian War Memorial

Closing Date:Thursday 18 September 2025

National Collection
National Collection Research Centre

Job Title	Assistant Curator: Private Records
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$75,022 - $81,775
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 4
Position Number	25-106
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

The Research Centre manages the Memorial's library and archive of both published and unpublished records. It provides information and reference services about Australia military history, the Memorial and its collections. The Private Record collection is integral to the fulfilment of Memorial's purpose and mission. Primarily an archive of unpublished works, it consists of a variety of personal papers, such as diaries and letters, which demonstrate the personal experience of war. These collections represent individuals from all ranks and services of the Australian armed forces as well as civilians, and cover all conflicts in which Australians have been involved.

Under general direction, the Assistant Curator, Private Records participates in the selection, arrangement, description, control and care of the Private Records collection, in both physical and digital form, as well as its communication via the Memorial's website, exhibitions and public

programs. This position contributes to the Memorial's current major development project, which encompasses building works and gallery development, helping to improve the experience and understanding of our visitors.

This position will initially be filled up until 31 December 25, with the possibility of extension and/or permanency.

Duties

- Participate in the arrangement and description of the Private Records archival collection and its preservation and storage, by maintaining appropriate and accurate catalogue records, assessing conservation needs, and ensuring current and accurate location records in accordance with appropriate standards and Memorial guidelines.
- Provide a quality customer service by providing fair and timely reviews and advice for both internal and external clients within legislative and policy guidelines, as well as support for other Research Centre priorities such as the Reference Service.
- Perform safe manual handling techniques and move a variety of collection material, including but not limited to files and boxes.
- Observe APS values and apply the principles of workplace diversity, participative work practices and occupation health and safety.

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.

Notes

This position may include rostered hours within the standard ordinary hours.

This position involves manual handling

This recruitment process is being used to fill non-ongoing and/or ongoing position/s.

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 agency.

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To Apply

Position Contact	Dr Bryce Abraham, (02) 6243 4540
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0762604

Australian War Memorial

Closing Date:Thursday 18 September 2025

National Collection
National Collection Research Centre

Job Title	Assistant Curator: Official Records
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$75,022 - $81,775
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 4
Position Number	25-108
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

The Memorial's Research Centre manages the Memorial's library and archive of the written records of war, providing access and delivering reference services about Australian military history, the Memorial, and its collections. The Official Records collection is a key primary resource for historical studies and integral to this archive and the fulfilment of the Memorial's purpose. Primarily containing documents created by the Australian armed forces and related agencies during wartime and peacekeeping operations, the Official Records collection includes operational and planning records, the papers of the official historians and corporate records created by the Memorial itself.

Under general direction, the Assistant Curator (Part Time), Official Records participates in the arrangement, description, control and care of the Official Records collection; as well as participating in curatorial interpretation of the collection via Memorial's website, exhibitions, public programs and social media. This position contributes to the Memorial's current major development project, which encompasses building works and gallery development, helping to improve the experience and understanding of our visitors.

This position entails working with potentially distressing and culturally sensitive material.

This position will initially be filled for up to 12 months, with the possibility of extension and/or permanency.

Duties

- Apply best archival and curatorial practice to contribute to the development, care for and control of the Official Records archival collection, including by appraisal, arrangement and description, preservation and storage, and documentation in the National Archives of Australia and the Australian War Memorial's collection management systems.
- Participate in building public engagement with the Official Records collection by undertaking research and contributing to the Memorial's gallery development, exhibitions, public programs, website, and social media.
- Provide timely advice to internal and external stakeholders within legislative and policy guidelines.
- Perform safe manual handling techniques and move a variety of collection material, including but not limited to files and boxes.
- Provide support as necessary for other priorities and projects as identified in the Memorial's Corporate Plan, including the Memorial's CEW Bean Research Centre and Reference Service.
- Observe APS values and apply the principles of workplace diversity, participative work practices and occupational health and safety.

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.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

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 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	Stuart Bennington, (02) 6243 4318
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0762468

Department of Veterans' Affairs

Closing Date:Thursday 18 September 2025

Technology and Finance
Finance and Procurement Management Reporting and Internal Budgets

Job Title	Assistant Director, Management Reporting
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$127,621 - $140,143
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-2025-0275
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Finance and Procurement Branch plays a vial role in supporting the Department of Veterans' Affairs in delivering quality services and outcomes to Australia's veteran community. As a key enabler, the branch provides strategic financial advice, effective resource management, and robust procurement services that underpin the Department's programs and operations.

We are responsible for the Department's financial management, budgeting, financial reporting, procurement policy and operations, contract management, and financial governance. Our work ensures value for money, transparency and accountability in how public funds are used to support veterans and their families.

Working in the Finance and Procurement Branch means contributing to a high-performing, collaborative team where your expertise supports meaningful outcomes for those who have served Australia. Whether managing complex procurement arrangements or driving financial strategy, our staff are trusted advisors and critical partners across the Department.

We are seeking a highly motivated and experienced finance professional to join the Management Reporting and Internal Budgets team to lead and deliver high-quality management reporting within the Department of Veterans' Affairs.

Duties

- Develop, maintain, and deliver high-quality end-of-month financial reports for the Executive Board to support decision-making.
- Work closely with finance business partners to provide meaningful analysis and insights on financial results at the whole-of-department level.
- Review and improve current end-of-month reporting processes to enhance efficiency and effectiveness.
- Provide strategic financial advice to the CFO, divisions, and the Executive Board on key financial and business issues.
- Play a key role in the roll-out of a new financial management information system, with a focus on improving management reporting.
- Contribute to the mid-year and annual internal budget setting processes.
- Prepare a range of written materials including reports, ministerial briefs, and department submissions.
- Lead, manage, and mentor team members, fostering a culture of clear communication, performance excellence, and continuous improvement.

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

- Formal qualifications in accounting, finance or business; or experience in public sector financial management or a similar financial management role is essential.

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.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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 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

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	Shipra Gera-Arora, 0421 774 723
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-0762473

Department of Veterans' Affairs

Closing Date:Thursday 18 September 2025

Technology and Finance
Finance and Procurement External Budgets

Job Title	Assistant Director, External Budgets
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$127,621 - $140,143
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-2025-0276
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The External Budgets Section oversees the coordination and delivery of a range of budgetary processes and deliverables, including but not limited to:

- Workflows between the Department, portfolio agencies and the Department of Finance.
- The Department's input into the Commonwealth's annual Budget and MYEFO cycles.
- The Department's Portfolio Budget Submission, and other Budget related documentation and correspondence.
- Proactively interacting with central Government agencies, program areas, and sections on Budget documents and
- liaison with partner departments as required.
- The Department's New Policy Proposals and costings process.
- Preparing briefing material, reports and other Budget related matter for senior executives.

- Delivering effective and time sensitive financial advice and support to stakeholders, including Budget reporting and analysis.

We are seeking a highly motivated and experienced professional to lead and deliver high-quality input to the Commonwealth Budget Process within the Department of Veterans' Affairs. As an Assistant Director in the Finance and Procurement Branch, you will play a critical role in driving the Department's financial insight and decision-making capability.

Duties

- Workflows between the Department, portfolio agencies and the Department of Finance.
- The Department's input into the Commonwealth's annual Budget and MYEFO cycles.
- The Department's Portfolio Budget Submission, and other Budget related documentation and correspondence.
- Proactively interacting with central Government agencies, cross-portfolio agencies, program areas and budget teams on Budget documents as required.
- The Department's New Policy Proposals and costings process. Preparing briefing material, reports and other Budget related matter for senior executives. Delivering effective and time sensitive financial advice and support to stakeholders, including Budget reporting and analysis.

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.

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.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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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.

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To Apply

Position Contact	Sean Martyn, N/A
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0762388

Department of Parliamentary Services

Closing Date:Wednesday 17 September 2025

Finance and Property services
Finance Management, Accounting and Reporting

Job Title	Senior Management Accountant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$119,066 - $135,945
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The successful candidate will be required to work onsite at one of the DPS office locations in Canberra.
Classification	Executive Level 1
Position Number	JR33066
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Executive Level 1 Senior Management Accountant within the Finance Branch.

In this role you will have the opportunity to provide nancial advice and support to a complex business which comes not just from its size, but the range of unique and commercial activities undertaken at Australian Parliament House (APH). In a public sector setting – there are few better opportunities to hone your professional skills than at DPS where the country demands genuine excellence in everything we do.

DPS has a uniquely diverse workforce of approximately 1,000 sta, working across a wide range of administration, trade, technical, customer service and professional roles. We support unique business activities like information and technology services, library and research services, security, broadcasting and Hansard functions, visitor services and support an in-house catering and events function. The section also supports a signicant capital works program, which ensures Parliament House is maintained according to its original design intent.

This recruitment process will be used to ll a number of vacancies at the PEL1 classication. A merit pool will be established through this process to ll similar vacancies.

We are seeking candidates who can build productive working relationships across the department, enjoy working in a collaborative environment and have excellent attention to detail.

Our ideal candidate will have:

- Proven ability to communicate eectively in accounting and/or other relevant areas.
- Proven ability to undertake work with a moderate level of complexity and sensitivity.
- High level analytical and problem-solving skills.
- Proven ability to build productive key stakeholder relationships.
- Proven ability to contribute to a positive work culture.
- Knowledge of and compliance with legislative frameworks and government decision-making.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

• Tertiary qualifications in areas such as Accounting, Finance, or Commerce with professional membership, or working towards obtaining membership.

• The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia’s Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Thomas Alphonse, 02 6277 8784
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762343

Bureau of Meteorology

Closing Date:Sunday 14 September 2025

Job Title	Data Solutions Project Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Hobart TAS, Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Perth WA
Salary	$135,402 - $152,073
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 are available, including work from home. Some interstate travel may be required, subject to operational needs.
Classification	Executive Level 2
Position Number	60019250
Agency Website	

Job Description

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

Within the Bureau's Business Solutions Group (BSG), the National Security and Space Program (NSSP) is the primary provider of weather, water, climate, ocean, and space weather information to Australia's national security agencies. NSSP plays a critical role in supporting the Department of

Defence, including the Australian Defence Force (ADF). NSSP is essential to the Bureau's delivery of contractual obligations to Defence and to support Australia's broader national security responsibilities.

NSSP maintains a comprehensive understanding of the data and products used by national security and Defence agencies, as well as the methods and technical systems through which these stakeholders receive and use Bureau products and services.

The NSSP Data Solutions Project Manager plays a key role in deepening customer understanding and translating insights into tailored data-driven solutions and successful project outcomes. This role bridges external user needs and internal capabilities—aligning customer goals across NSSP’s national security and Defence interfaces with the Bureau's organisational and technical requirements to deliver integrated, fit-for-purpose and cost-effective data solutions.

The role reports to the Manager, National Security and Space Capability Delivery (EL2), and has project management responsibilities that involve science and information technology components with both national and international scope. Demonstrated experience in these domains and a qualification in project management are mandatory.

The successful candidate will collaborate with project managers and NSSP leadership to deliver customer solutions aligned with NSSP operations and the Bureau's strategic goals, embedding governance, ensuring data security and compliance, and driving performance optimisation.

At times, the role leads on cross-disciplinary solutions or coordinates and oversees integration activities across various Bureau specialist areas. Problem-solving with internal and external teams, a willingness to listen widely, build consensus, and work in an Agile fashion to incrementally build and demonstrate concepts that point towards solutions is essential.

The successful candidate is expected to develop a comprehensive understanding of NSSP’s role to support its national security and defence stakeholders, through proactive engagement to anticipate and accommodate future developments, as data and technological requirements evolve.

Duties

As a member of the Capability Delivery team, and reporting to the Manager, National Security and Space Capability Delivery (EL2), the responsibilities of the role include but are not limited to:

1. Lead the end-to-end design and implementation of integrated, fit-for-purpose and cost-effective data solutions that meet the needs of NSSP's national security and Defence customers and align with the Bureau's organisational and technical requirements.
2. Provide solution leadership to technical development teams in managing competing requirements and resolving business and technical challenges.
3. Oversee testing and quality assurance processes to ensure that solutions comply with relevant requirements and standards.
4. Collaborate effectively with cross-functional teams including project managers, business analysts and developers in the Bureau's Data & Digital Group (DDG) to drive successful outcomes.
5. Adhere to and champion the Bureau's Delivery Framework utilising MS Dynamics (CRM), MS Teams, SharePoint and MS Project to implement projects.
6. Support project managers in managing scope, timelines, and budgets, including risk identification and mitigation.
7. Lead and facilitate meetings with internal and external stakeholders, including in international forums, to collaboratively agree on suitable design and delivery pathways.
8. Manage stakeholder expectations by addressing concerns and ensuring alignment with project objectives, and clearly communicating project status, risks, and benefits.
9. Stay informed on emerging industry trends and technologies to encourage the development of innovative, future-ready solutions.
10. Identify and implement opportunities for testing innovative ideas, optimising processes, improving quality, and enhancing solutions.
11. Mentor and support junior team members, promoting knowledge sharing and a culture of continuous learning.
12. Be a role model and advocate for the principles and practices of the 'Bureau Way' - understanding our purpose, and the values and behaviours that are expected, in and out of the workplace.
13. Complying with all Bureau work, health and safety policies and procedures, and with the Australian Government Security Vetting Agency (AGSVA) responsibilities in maintaining a security clearance.

Eligibility

Australian Citizenship

Successful candidate will be required to obtain, and maintain, a Negative Vetting Level 1 Security Clearance from the Australian Government Security Vetting Agency (AGSVA)

Qualifications & experience

- 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.
- A project management qualification is mandatory.
- A STEM qualification would be of considerable value to the role in effectively managing the complexities of projects and solutions that include science and information technology components. Demonstrated experience within the STEM arena, national security, defence or space would also be favourable.

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 agency.

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Kristen Reeson, General Manager, National Security and Space, kristen.reeson@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762347

Bureau of Meteorology

Closing Date:Friday 12 September 2025

Science and Innovation
Research to Operations

Job Title	Forecast Application Software Technical Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$135,402 - $152,073
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, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60017670
Agency Website	

Job Description

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

The Research to Operations Program (R2O) program was established in 2020 to accelerate operational improvements in the Bureau's numerical environmental and weather prediction (NEWP) capabilities. R2O provides the development pathway to operationalise NEWP models and post-processing systems centred on the high-performance computing (HPC) production environment. R2O sits within the Science and Innovation Group (SIG) and is an integral component of the Bureau's customer-centric model of resilient national operations.

Forecast Application Software (FAS) is a highly technical team within the Value and Quality section of R2O. The FAS team design and develop software applications that support operational forecast process, such as the Graphical Forecast Editor (GFE). FAS activities are closely aligned with ongoing developments in NEWP and the Bureau's operational patterns and are a crucial link in realising the benefits of the Bureau's Research and Development Plan 2020-2030.

As Technical Lead for FAS you will have a unique opportunity to provide technical leadership and direction to a highly focussed team of scientific software specialists. You will contribute to fostering an inclusive team culture and drive excellence in solution development and software practice. Shaping and nurturing internal collaboration relationships across the Bureau will be a crucial to effectively marshalling expertise to deliver operational outcomes. You will engage with users to ensure we are meeting operational needs, supporting impact and value for customers. You will draw on professional judgement to balance guiding technical matters with engaging with strategic influence to deliver FAS solutions that best support the Bureau's weather, climate, water, and marine services.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of resume, contact details for two referees and responses to each selection criteria that considers:

• position overview

• job responsibilities

• selection criteria

• relevant sections of the Integrated Leadership System (ILS) and APS work level standards.

Duties

As technical lead for FAS you will be responsible for the technical leadership of a focussed team engaged in a diverse set of development activities forming a critical part of the weather forecast processing chain. You will engage with users to gather technical requirements that support operations in delivering impact and value to our customers. You will be responsible for leading teamwork practices and ensuring the team software development methods contribute to wider organisational programs of modernisation. You will be accountable for shaping FAS solutions within the scope of the R2O Program Plan, and for delivering a unified approach that utilises enterprise data management and API capabilities. You will be responsible for building the competency and guiding professional development of members of the FAS team.

Eligibility

A degree from an Australian university or a comparable overseas qualification, which are appropriate to the duties;

or

Other tertiary qualification(s) which are appropriate to the duties with relevant on-the-job scientific and technical experience.

Notes

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

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To Apply

Position Contact	Anja Schubert, anja.schubert@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762519

Bureau of Meteorology

Closing Date:Wednesday 17 September 2025

Data and Digital Group
Application Services Program

Job Title	Extreme Weather Applications Engineer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$115,443 - $125,832
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, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60018486
Agency Website	

Job Description

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

This role sits within the Extreme Weather unit, part of the Application Services Program in the Data and Digital Group. The unit is responsible for delivering critical 24/7 support and preventative maintenance for a suite of forecasting software systems essential for extreme weather predictions, including thunderstorms, tropical cyclones, and radar data processing.

As a Senior Applications Engineer, you will play a key role in a team that develops, supports, upgrades, and manages these extreme weather applications. Your primary focus will involve working on radar data processing systems and meteorological observation extraction and reporting tools. This position requires strong expertise in Linux, C/C++, and Bash scripting, along with solid proficiency in Perl, Java, PHP, and Python. You will collaborate with various teams to manage data delivery, server configuration, support, and training. Additionally, you will work closely with the Bureau's IT teams to ensure the seamless operation of critical applications, rapidly address operational challenges, optimise existing systems, and facilitate the deployment of new systems. Regular interaction with IT specialists, forecasters, policy managers, and other stakeholders for planning and reporting will be an integral part of your role.

The software systems you will manage are classified as critical Category 1 applications, which must maintain 24/7 availability and meet the highest standards of reliability, accuracy, and professionalism. This may include participating in an after-hours roster as required.

To excel in this role, you should have exceptional communication skills, both technical and non-technical, be highly motivated, self-driven, and demonstrate strong analytical and problem-solving abilities. Experience in software development, operational support, testing, and implementing new applications—whether on-premises or in cloud environments like AWS—along with familiarity with ITIL frameworks, will be highly advantageous.

Duties

The responsibilities of the role (under broad direction) include but are not limited to:

1. Develop, Test, and Deploy: Design, develop, test, document, maintain, and deploy weather applications, data processing and archiving systems, as well as meteorological observation data retrieval and reporting tools. This includes diagnosing, triaging, and troubleshooting support requests from business owners while maintaining accurate documentation of actions and resolutions.

2. Collaborate on Complex Issues: For complex technical challenges, engage and collaborate with key stakeholders to foster cooperation, lead technical teams, and drive effective solutions.

3. Project Support: Contribute to various projects from initiation through to in-flight and operational transition stages. Ensure system-wide integration of new and existing applications by promoting effective software development and maintenance practices, with a focus on preventive measures.

4. Workload Management: Plan, prioritise, and manage work backlogs and issue management systems such as Jira, GitLab, or Cherwell, ensuring adherence to support SLAs and agreed timelines.

5. Continuous Improvement: Drive continuous improvement initiatives for systems, standards, and processes, ensuring adherence to best practices.

6. ITIL Service Management: Promote and instil ITIL Service Management principles, ensuring compliance with Technology Policies and Procedures, including Incident, Problem, and Change Management.

7. Technical Escalation: Act as a key escalation point for technical issues within the application domain, liaising with the IT Command Centre, resolver groups, Bureau software partners, project managers, and application owners to ensure prompt issue resolution.

8. Outage Management: Manage end-to-end production outages and escalations, involving appropriate stakeholders to drive resolution, communicating with impacted business units, gathering data on system and business impacts, and reporting to leadership teams.

9. After-Hours Availability: Be available for after-hours roster restrictions as required.

10. Compliance and Safety: Adhere to the Bureau’s Social Justice Strategy, APS Values, and Code of Conduct, and ensure compliance with Bureau work health and safety policies, taking reasonable care for your own and others' safety in the workplace.

11. Other Duties: Perform additional duties as required.

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.

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 agency.

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Yen Le, yen.le@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762242

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

Closing Date:Thursday 25 September 2025

Australian Antarctic
Operations & Logistics Supply Chain Operations

Job Title	Director, Supply Chain Operations
Job Type	Full-Time, Ongoing
Location	Hobart TAS, Kingston TAS
Salary	$146,942 - $170,725
Future Merit Locations	Kingston, Hobart
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 2
Position Number	2025/2116
Agency Website	https://www.dcceew.gov.au/

Job Description

https://www.dcceew.gov.au/about/jobs/apply

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to:

- Maintain the Antarctic Treaty System and enhance Australia's influence within it.
- Protect the Antarctic environment, understand the role of Antarctica in the global climate system.
- Undertake scientific work of practical, economic and national significance.
- The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The Operations and Logistics Branch oversee our operations in Antarctica, supporting people in our year-round research stations and remote field bases. The branch oversees air and sea transport (and the contracts to manage Australia's icebreaker, the RSV Nuyina and Aviation capabilities) to transport expeditioners south and enable them to travel around Antarctica. We have staff with diverse skills, located primarily in Tasmania, in Antarctica and on Macquarie Island.

The Supply Chain Operations Section is a key element of the Branch's three logistics arms, the others being aviation and maritime logistics. We carry responsibility for the effective planning, coordination, management and delivery of a range of cargo and supply chain services in support of operations within Australia, the Antarctic, sub-Antarctic and the Southern Ocean.

Duties

The job

- Lead a diverse team of up to 40 dedicated personnel across multiple sites in Tasmania and across the 4 research stations within the Australian Antarctic Program.
- Represent Supply Chain Operations across internal and external stakeholder groups (including external agencies, regulators, logistics providers etc)
- Drive the continuous improvement and uplift of people, processes, physical assets and systems.
- Anticipate and establish priorities for the Supply Chain Operations section in support of seasonal objectives.
- Provide strategic advice and direction relating to the Supply Chain Operation's capabilities and capacities.
- Manage capital and operational budgets efficiently and responsibly.
- Exercise sound judgement and decision-making to navigate complex operational risks.
- Support organisational transformation through adaptive leadership and effective change management.
- Champion a safe working 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

Desirable qualifications

Tertiary qualifications in logistics, supply chain, operations, project management or other relevant disciplines, or commensurate senior management experience.

Eligibility and other requirements

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

Security Clearance - this position requires a **Negative Vetting Level 1** 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

Additional requirements

You will be required to obtain and maintain a Maritime Security Identification Card (MSIC) for unescorted access within a maritime security zone.

Additional information

- Note that relocation assistance is subject to negotiation.
- Note that you may be required to perform occasional out-of-hours and weekend work.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Please note that the successful applicant may be required to travel to the Antarctic and sub-Antarctic regions therefore they may be required to meet specific medical, adaptability and personal qualities requirements appropriate to working in those environments. In order to undertake travel to the Antarctic & sub-Antarctic regions they will need to:

- Demonstrate the range of personal qualities and interpersonal skills necessary to perform as a successful team member within isolated Antarctic and sub-Antarctic environments.
- Demonstrate an ability to effectively adapt and respond to the demands of living and working in an isolated and confined environment as determined by a psychological (adaptability) assessment.
- Be certified as fit for Antarctic service by the AAD’s Polar Medicine Unit.

We currently have one vacancy available for immediate filling which can be worked from Hobart - TAS or Kingston - TAS.

A merit pool for filling the same or similar positions from any location in Australia may be established at the conclusion of this selection process.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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

To Apply

Position Contact	Ant Halstead, 03 6232 3356
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762315

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

Closing Date:Wednesday 17 September 2025

Australian Antarctic
Operations & Logistics Operations Business Unit

Job Title	Director Operations Business Unit
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	$146,942 - $170,725
Future Merit Locations	Kingston
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 2
Position Number	2025/2226
Agency Website	https://www.dcceew.gov.au/

Job Description

https://www.dcceew.gov.au/about/jobs/apply

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals.

These goals are to:

- Maintain the Antarctic Treaty System and enhance Australia's influence within it.
- Protect the Antarctic environment -understand the role of Antarctica in the global climate system.
- Undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The Operations and Logistics Branch oversee our operations in Antarctica – supporting people in our year-round research stations and remote field bases. The branch oversees air and sea transport (and the contracts to manage Australia's icebreaker, the RSV Nuyina and Aviation capabilities) to transport expeditioners south and enable them to travel around Antarctica. We have staff with diverse skills, located primarily in Tasmania, in Antarctica and on Macquarie Island.

The Operations Business Unit provides strategic leadership and coordination across the Operations and Logistics Branch, ensuring effective governance, planning, and delivery of Antarctic Activities. The section is responsible for reporting in line with departmental policies and improving cross branch communication.

Duties

The Director, Operations Business Unit provides strategic leadership and coordination across the Operations and Logistics Branch, ensuring effective governance, planning, and delivery of Antarctic Activities. The role supports the Branch Head and works closely with section heads and corporate service areas to enhance operational performance and compliance.

- Responsible for strengthening governance and reporting frameworks in line with departmental policies, improving cross-branch planning and communication, and identifying opportunities for better coordination with other AAD branches and external stakeholders.
- Act as the primary liaison for corporate functions, ensuring consistency in budgeting, asset management, reporting, records, facilities, security, and risk management.
- Lead strategic reviews of branch functions to ensure alignment with the Australian Antarctic Strategy and Action Plan and maintains a formal governance framework to support decision-making and performance monitoring.
- Oversees workforce reporting to DCCEEW's People and Culture Division and supports the implementation of workplace culture improvements.
- Financial and procurement responsibilities include standardising budget development and expenditure reporting, identifying funding risks, and promoting efficient procurement planning and contract management in accordance with the Commonwealth Procurement Rules.
- Support procurement administration to ensure value-for-money outcomes.
- Risk management duties, facilitate reviews and updates to the seasons risk register during the Antarctic summer season, conduct regular risk assessments, and report emerging risks to the AAD Executive.
- Oversight of operational documentation, ensure manuals and procedures remain current and compliant through annual reviews and stakeholder engagement.
- Recruitment responsibilities involve ensuring consistency in duty statements and work level standards across the branch.
- Coordinate the preparation of briefings and reports for executive and ministerial audiences, provides strategic advice on corporate policies, and supports whole-of-branch responses to reporting requirements.
- Leadership responsibilities include fostering a collaborative and high-performing culture across multidisciplinary teams.
- May oversee external contractors, engage with government agencies, represent the branch in high-level forums, and act on behalf of other EL2 officers during periods of vacancy or leave.
- Contribute to the broader DCCEEW and Australian Antarctic Program goals, including strategic planning, cultural leadership, and future capability development.

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

Desirable qualifications

Relevant tertiary qualifications (e.g. in Project Management, Finance and Administration, Logistics, Business Administration or Public Sector Management), or demonstrated, senior experience in a comparable discipline (5+ years)

Eligibility and other requirements

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

Security Clearance - this position requires a **Negative Vetting Level 1** 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

Additional information

Please note that relocation assistance is subject to negotiation.

Please note that the successful applicant may be required to travel to the Antarctic and sub-Antarctic regions therefore they may be required to meet specific medical, adaptability and personal qualities requirements appropriate to working in those environments.

In order to undertake travel to the Antarctic & sub-Antarctic regions they will need to:

- Demonstrate the range of personal qualities and interpersonal skills necessary to perform as a successful team member within isolated Antarctic and sub-Antarctic environments.
- Demonstrate an ability to effectively adapt and respond to the demands of living and working in an isolated and confined environment as determined by a psychological (adaptability) assessment.
- Be certified as fit for Antarctic service by the AAD's Polar Medicine Unit.

We currently one vacancy available for immediate filling which can be worked from Kingston, TAS.

A merit pool for filling the same or similar positions from any location in Australia may be established at the conclusion of this selection process.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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

To Apply

Position Contact	Matt Filipowski, 03) 6232 3465
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762346

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

Closing Date:Thursday 18 September 2025

Gas & Liquid Fuels
Liquid Fuels Operations & Analysis Fuel Standards and Programs

Job Title	Policy/Program Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$124,861 - $134,295
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	Working from home some days each week and this may be negotiated. The employee will need to work in the office/onsite regularly.
Classification	Executive Level 1
Position Number	2025/2406
Agency Website	https://www.dcceew.gov.au/

Job Description

https://www.dcceew.gov.au/about/jobs/apply

Who we are

The Gas and Liquid Fuels Division provides policy advice and reforms and administers legislation that underpins the reliable and affordable supply of gas and liquid fuel. The Division works to ensure liquid fuel can be reliably delivered to support Australia's economy as we transition to net zero emissions.

The Liquid Fuels Operations and Analysis Branch regulates fuel security and fuel quality and has oversight of Australia's fuel market. The Branch ensures Australia's fuel quality meets our strict environmental and vehicle operability standards. We deliver regulatory actions and programs to support fuel security and fuel quality while Australia transitions to net zero.

The Fuel Standards and Programs Section leads the Australian Government's strategic policy development on fuel quality standards and liquid fuel-related grant programs. The team also provides expert advice on fuel quality compliance, ensuring Australia's fuel supply remains safe and reliable. This is a dynamic and engaging environment where policy professionals work closely with stakeholders across government and industry. The section values innovation, teamwork, and continuous learning, offering a rewarding career path for those passionate about energy policy and public service. For more information about the Branch and Section, please visit:

- https://www.dcceew.gov.au/energy/security/australias-fuel-security
- https://www.dcceew.gov.au/climate-change/emissions-reduction/regulating-fuel-quality

Duties

The key duties of an Executive Level 1 in the Fuel Standards and Programs Section include:

- Contributing to the objectives of the Fuel Quality Standards Act 2000 and the Fuel Security Act 2021 through policy analysis and development.
- Leading and supporting regulatory processes for fuel security and fuel quality, with a focus on implementation and continuous improvement.
- Engaging with internal and external stakeholders to develop policy, shape fuel quality standards, and provide guidance on regulatory frameworks.
- Preparing high-quality briefing materials and reports to inform senior decision-makers.
- Collaborating across the Branch to address emerging operational policy issues and contribute to cross-team problem-solving.
- Leading program or contract management activities to deliver strategic outcomes.
- Support the Director and contribute as part of the section leadership team.
- Working flexibly and contributing to a positive, inclusive, and high-performing team culture.

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

Eligibility and other requirements

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

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

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 one vacancy available for immediate filling which can be worked from Adelaide, SA - Brisbane, QLD - Canberra, ACT - Hobart, TAS - Melbourne, VIC - Perth, WA - Sydney, NSW.

A merit pool for filling the same or similar positions from any location in Australia may be established at the conclusion of this selection process.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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

To Apply

Position Contact	James Thompson, 0431 896 715
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762372

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

Closing Date:Sunday 14 September 2025

Office of the Capacity Investment Scheme
Head of Division Office Head of Division Office

Job Title	Executive Assistant to the Head of Office
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$84,794 - $93,020
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	The employee will be expected to work in the office or onsite in the location specified.
Classification	APS Level 5
Position Number	2025/909
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=1D0CB8D2-D9CE-BD19-FCE7-E42076E0D834

Who we are

The Office of the Capacity Investment Scheme in the Department of Climate Change, Energy, the Environment and Water (DCCEEW) is a small and collegiate team responsible for delivering a key part of the Government's program to support the transition to renewable energy - the national Capacity Investment Scheme (CIS).

This is an exciting opportunity to make a difference by working on the CIS which provides a national framework to encourage new investment in renewable capacity, such as wind and solar, as well as clean dispatchable capacity, such as battery storage. The CIS involves the Australian Government seeking competitive tender bids for renewable capacity and clean dispatchable capacity projects to:

- Deliver an additional 32 GW of capacity by 2030.
- Fill expected reliability gaps as ageing coal power stations exit.
- Deliver the Australian Government's 82% renewable electricity by 2030 target.

Duties

The Executive Assistant has a wide range of duties which may include:

- Represent the Division Head and develop and maintain professional networks with stakeholders.
- Present as the first point of contact for business in the Division Head's office:
- Monitor emails and respond to phone calls.

- Prepare responses to routine and moderately complex enquiries.
- Coordinate divisional responses and provide a document QA function.
- Track ministerial workflows.
- Track and follow-up on information to ensure deadlines are met.
- Organise and manage the division leadership calendar including meetings, briefings, and events:
- Scheduling meetings with key stakeholders in an unpredictable and fast-moving environment
- Arrange meeting papers, minutes, reports, and briefs.
- Arrange meeting rooms.
- Manage finances:
- Arrange travel and acquit expenses.
- Track the Division Head’s expenses and reconcile financial statements.
- Mentor, coach and guide less experienced EAs across the department.
- Provide administrative support to the division executive group.

Eligibility

Eligibility

- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an **Australian citizen**.
- **Security Clearance** - this position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.
- Pre-employment 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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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

To Apply

Position Contact	Kylie Blundell, 0401 117 975
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=1D0CB8D2-D9CE-BD19-FCE7-E420

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762379

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

Closing Date:Friday 19 September 2025

Information and Communications Technology
ICT Operational Services & Infrastructure Remote ICT

Job Title	Networks and Telecommunications Officer
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	$95,438 - $108,360
Future Merit Locations	Hobart
Office Arrangement	On Site
Office Arrangement Details	On Site: employee will be expected to work in the office or onsite in any of the location specified.
Classification	APS Level 6
Position Number	2025/2430
Agency Website	https://www.dcceew.gov.au/

Job Description

https://www.dcceew.gov.au/about/jobs/apply

The ICT Services Division supports the department in the delivery of business priorities in the development, maintenance, testing and support of the department's applications and systems, administration of ICT policy, frameworks, and practices and management and production of digital communication platforms and channels.

The ICT Operational Services and Infrastructure Branch is responsible for the delivery and support of ICT services across the department, portfolio agencies and to Ministers. Responsibilities include network security and support, the delivery, deployment and support of remote and field ICT and critical incident response

The Remote Communication Section manages all the ICT requirements for the Australian Antarctic Program and Parks Australia. The section is responsible for:

- Managing the Antarctic and Park’s satellite links and assisting those in remote locations with satellite communication problems
- Enabling radio communications with Antarctic expeditioners around stations, in the deep field, and on vessels as well as Park rangers in the field.
- Providing technical support for science projects and activities as well as enabling business in remote and field environments.
- Maintaining essential telecommunications infrastructure in remote locations.
- Undertake ICT installations of remote and regional sites.

For more information about us please visit our website.

Duties

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

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

What you'll gain from this experience

- You'll have the rare opportunity to work in Antarctica, sub-Antarctic regions, and remote parts of Australia, experiencing some of the most isolated and challenging environments on Earth.

- You'll gain hands-on experience in adapting technologies to suit low-bandwidth, high-latency environments.
- Advanced Technical Skills Work with cutting-edge telecommunications equipment, including: Satellite earth stations HF, VHF, and UHF radio systems GPS and radar tracking systems Network switching and routing hardware Gain skills in telecommunications infrastructure deployment, systems monitoring, and troubleshooting under harsh environmental constraints.
- Strategic and Analytical Development Enhance your problem-solving and analytical skills by managing and supporting complex communications systems in unpredictable, remote contexts.
- Lead and contribute to technical projects with strategic impact across environmental programs and scientific research operations.
- Leadership and Collaboration Collaborate with scientists, engineers, rangers, expeditioners, and ICT specialists from across Australia and the Antarctic Division.
- Develop your capabilities in stakeholder engagement, project planning, and cross-functional teamwork.
- Broader Career Capabilities Build on and formalize your experience with: Government ICT frameworks Public sector project management Incident response and risk assessment in telecommunications Strengthen your credentials with possible training in field safety, WHS compliance, and remote operations logistics.
- Personal Growth Develop resilience, adaptability, and independence by operating in remote and often harsh environments.
- Gain a profound sense of purpose by contributing to national environmental programs and scientific research that informs climate policy and biodiversity conservation.

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 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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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

To Apply

Position Contact	Alexander Bowyer, 0400 303 109
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762420

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

Closing Date:Sunday 21 September 2025

Australian Antarctic
Assets & Technology Macquarie Island Station Project

Job Title	Contract Management Coordinator
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	$95,438 - $108,360
Future Merit Locations	Kingston
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	2025/2310
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=AF1A3D62-84A7-CD04-DB34-E4203EC4461C

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals.

These goals are to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it
- protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The Assets and Technology (A&T) Branch provides and maintains the equipment and infrastructure to support the AAP. A&T Branch activities range from the maintenance of existing Antarctic stations and equipment through to the design, manufacture, testing, operation and procurement of advanced scientific equipment and systems. The Branch manages major infrastructure projects in support of AAP outcomes.

The Macquarie Island Station Project (MISP) is led by a team within the A&T Branch, focusing on building new infrastructure to ensure Australia's continued presence on Macquarie Island. Based at AAD's offices in Kingston, Tasmania, the project collaborates across the AAD, DCCEEW and other Commonwealth and State stakeholders to successfully plan, design, and construct the new station facilities.

Duties

- Contract and Category Oversight Manages contracts and procurement categories, ensuring effective governance, risk mitigation, performance tracking, and financial oversight.
- Documentation Development Develops comprehensive contracts and procurement documentation, including RFx materials, evaluation plans, and contract or category management plans.
- Procurement and Tendering Participation Participates in the end-to-end procurement and tendering process, including preparing tender documentation, evaluating submissions, negotiating contracts, and facilitating contract award. Ensures compliance with procurement policies, legislative requirements, and internal governance frameworks, while promoting value for money and managing risk.
- Performance and Risk Monitoring Monitors, evaluates, and reports on contract risk and performance against key performance indicators (KPIs) and contractual requirements, implementing strategies to enhance value for money.
- Financial Management Manages and analyses contract expenditure to ensure alignment with budgetary constraints and the achievement of value for money outcomes.
- Contract Interpretation and Guidance Interprets contract requirements, terms, and conditions, providing guidance to stakeholders to ensure all parties understand and fulfill their responsibilities.

- Stakeholder and Supplier Engagement Builds and leverages relationships with advisors and suppliers to proactively manage risk, resolve issues, and optimise contract outcomes.

Eligibility

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

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

Pre-employment 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

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

To Apply

Position Contact	Christina Farrell, 0448 674 658
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=AF1A3D62-84A7-CD04-DB34-E4203

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762424

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

Closing Date:Thursday 18 September 2025

National Energy Transformation
National Climate & Energy Partnerships State and Territory Energy Policy & Strategy

Job Title	Senior Policy Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$95,438 - $108,360
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	A mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	APS Level 6
Position Number	2025/2408
Agency Website	https://www.dcceew.gov.au/

Job Description

https://www.dcceew.gov.au/about/jobs/apply

Who we are

The National Energy Transformation Division (NETD) hosts three branches: National Climate and Energy Partnerships, the Office of Energy Economics and Energy Security, Resilience and Emergency Response.

NETD plays an enabling role in the clean energy transition by providing strategic policy advice and economic analysis on the steps needed to transition the electricity and energy sector to net zero emissions. We partner with states and territories on the delivery of reforms and provide advice on economic, and energy market trends in the transition to net zero. We support the department's engagement with energy market bodies, key industry stakeholders and advocates, Snowy Hydro Ltd and the Australian Energy Infrastructure Commissioner.

The National Climate and Energy Partnerships Branch provides strategic policy oversight and advice to support the Australian Government's engagement and collaboration with states, territories and key market bodies to deliver the energy transformation. The Branch hosts four teams:

- State and Territory Energy Policy and Strategy,
- Energy and Climate Change Ministerial Council (ECMC) Delivery,
- Snowy Hydro Governance and Policy, and
- Market Body Governance and Engagement.

The State and Territory Energy Policy & Strategy (STEPS) team provides strategic policy oversight and advice to support Commonwealth-state relations to deliver Australia's energy transition. The team has policy oversight of the National Energy Transformation Partnerships (NETP), a framework for collaboration between Commonwealth, state and territory government to support a smooth energy transformation. The team leads on negotiation and implementation of bilateral Renewable Energy Transformation Agreements (RETAs) with each state and territory, which builds on the NETP to support achieving 82% renewable electricity by 2030.

We strive to be an influential and high-performing team that values trust and good humour, with a focus on collaboration, responsiveness, effective and open communication, taking initiative, and building capability.

Duties

You will be responsible for:

- Providing policy and strategic oversight of the Energy Transformation Working Group, in the delivery of the Energy and Climate Ministerial Council strategic priorities and the NETP's issues of focus.
- Providing secretariat support for the Energy Transformation Working Group as needed.
- Leading RETA implementation and delivery, including managing bilateral RETA Oversight Committees and corresponding governance processes with states and territories.
- Supporting ongoing negotiations with other jurisdictions and providing advice to inform strategy and planning.
- Working closely with internal stakeholders to provide a cohesive and strategic direction to RETA implementation and negotiation.
- Building and maintaining relationships with state and territory government stakeholders to support effective delivery against RETA objectives.
- Preparing / coordinating briefing, talking points and other input on RETAs to support senior executive and the minister, ensuring products are comprehensive, accurate, timely and relevant.
- Maintaining oversight of the energy policy environment in relevant states and territories and providing strategic advice to executive level staff on risks, opportunities and challenges.
- Contribute to the development of project planning and reporting documents.

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 **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 one vacancy available for immediate filling which can be worked from Adelaide, SA - Brisbane, QLD - Canberra, ACT - Hobart, TAS - Melbourne, VIC - Perth, WA - Sydney, NSW.

A merit pool for filling the same or similar positions from any location in Australia may be established at the conclusion of this selection process.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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

To Apply

Position Contact	Eleanor Dun, 0403 721 947
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762429

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

Closing Date:Sunday 14 September 2025

Legal
Corporate, Climate Change and Energy Information Law

Job Title	Senior FOI Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC
Salary	$95,438 - $108,360
Future Merit Locations	Adelaide, Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	A mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	APS Level 6
Position Number	2025/2370
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=B7EAE599-56AD-F418-780C-E42077751DF5

Who we are

The Legal Division is managed by the Chief Counsel and is comprised of both lawyers and non-lawyers. Together we are responsible for legal services required by the department. We partner with the business areas of the department, the Executive, and the Secretary, to identify and manage legal risk across the department and facilitate excellent legal outcomes for our clients. As a member of the Division, you will be involved in interesting and important work which may span environment protection, energy, climate change and heritage, and on-ground operations in Commonwealth national parks and Antarctica. The Legal Division operates in a fast paced, exciting environment. We focus on ensuring our staff are supported and developed so that they are in the best position to take on and enjoy the challenges of the work and we provide competitive conditions and remuneration.

Information law services all areas of the department, including managing and advising on Freedom of Information requests including internal reviews and reviews by the Information Commissioner, assessing and providing advice on privacy breaches and complaints, reviewing privacy notices and advising on protected information matters.

Duties

Senior FOI Officers are required to:

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

Eligibility

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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

To Apply

Position Contact	Allison Kenna, 0478 271 669
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=B7EAE599-56AD-F418-780C-E4207

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762430

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

Closing Date:Thursday 18 September 2025

Parks Australia
Property, Infrastructure & Physical Security Property Services

Job Title	On-site Property Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	$84,794 - $93,020
Future Merit Locations	Adelaide
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 5
Position Number	2025/2418
Agency Website	https://www.dcceew.gov.au/

Job Description

https://www.dcceew.gov.au/about/jobs/apply

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.

The Property and Infrastructure Branch leads:

- the design and delivery of infrastructure projects providing economic benefit and enhancement of the natural and cultural values in the terrestrial national parks.
- the strategic approach to emergency management, security, property acquisition, management, maintenance, and disposal to drive sustainable commercial outcomes that contribute to long term asset planning and governance, while ensuring safety and compliance.

The property team leads a strategic approach to emergency management, property acquisition, facilities management and maintenance to drive sustainable commercial outcomes that contribute to long term asset planning while ensuring safety and compliance.

Duties

The successful applicant will be an onsite representative of the Property and Infrastructure branch within one of our state-based offices. The role will support the delivery of a range of enabling services to departmental staff, through the following key duties:

- As the on-site representative manage the upkeep and maintenance of office accommodation in collaboration with the Property Service Provider (PSP).
- Manage access passes and departmental assets
- Achieve moderately complex work in an integrated team under broad direction.
- Provide policy advice in relation to facilities management and various enabling contracts.
- Manage branch functions including car parking, escorting of contractors and/or trades, lockers, emergency management, accommodation and minor works.
- Support the physical security team ensuring compliance with the department’s security policies and procedures.
- Drive sustainability initiatives and embed environmental considerations.
- Support Head of Site, local SES and provide support for visiting VIPs or dignitaries.
- Develop and maintain a range of internal and external stakeholder relationships.

- Support onboarding of new staff through inductions and general support.
- Review and suggest innovative solutions for policy, governance and SOP's.

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

We are seeking candidates who can demonstrate the following:

- Knowledge or experience in one or more of the following disciplines: Facilities Management, Project Management and/or Contract Management.
- Ability to exercise both initiative and judgement in the interpretation of policies and in the application of practices and procedures.
- Ability to work independently or under limited guidance with reasonable autonomy and accountability for the achievement of outcomes.
- Ability to support the delivery of services across a range of properties and manage workflows and competing priorities.
- Sound skills in the use of the Microsoft Office suite and databases.
- Ability to develop, maintain and nurture a range of internal and external relationships.
- Demonstrated public service professionalism and probity and an ability to foster these qualities.

Desirable qualifications

Qualifications in Project Management, Contract Management and / or Facilities Management will be highly regarded.

Eligibility and other requirements

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

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

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 which can be worked from Adelaide, SA.

A merit pool for filling the same or similar positions from any location in Australia may be established at the conclusion of this selection process.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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

To Apply

Position Contact	Jim Neill, 0403 206 862
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762452

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

Closing Date:Sunday 14 September 2025

Information Communications Technology Division
ICT Business Solutions and Security

Job Title	Branch Head, ICT Business Solutions and Security Branch
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	Flexible working arrangements, including hybrid office/home attendance may be considered based on operational requirements.
Classification	Senior Executive Service Band 1
Position Number	2025/2463
Agency Website	https://www.dcceew.gov.au/

Job Description

https://www.dcceew.gov.au/about/jobs/apply

The Department of Climate Change, Energy, the Environment and Water (DCCEEW) is responsible for protecting Australia's environment, heritage and water resources and for the delivery of the Government's climate change and energy agenda. Maintaining a healthy environment, protecting our cultural heritage and ensuring the successful transition of our energy systems to a renewable future, underpins the future of our community and the success of Australia's economy in the coming decades.

The department's Information Communications Technology (ICT) Division has been driving an exciting digital transformational journey focused on uplifting and providing the foundation for a technologically advanced, secure, and independent ICT environment that is adaptable, innovative, secure and capable of supporting the diverse needs of our internal and external customers. Our people are passionate about collaboratively finding best-fit solutions, that continuously improve our digital service delivery, secure and stabilise our IT environment, and streamline the interactions that support the department's delivery of government priorities.

There are three branches within the ICT Division that support the department's ongoing digital applications and systems, cyber security capability, production of digital communication platforms and channels, administration of ICT policy, frameworks and practices.

The ICT Division operates in an exciting and fast paced environment. We facilitate robust and innovative solutions for our stakeholders and focus on supporting and developing our staff so that they are in the best position to take on the challenges of the work.

For more information about us please visit our website.

Duties

DCCEEW is seeking a dynamic, innovative and experienced digital leader to manage the ICT Business Solutions and Security Branch.

The Branch Head will report to the Chief Information Officer and contribute to the broader strategic leadership of the Information Communications Technology Division and department.

The position is currently based in Canberra with travel required at times.

The Branch Head, ICT Business Solutions and Security Branch is responsible for leading and overseeing the delivery of secure, modern and user-focused ICT services the enable the department to achieve its strategic objectives. The role provides executive leadership across the following key areas:

- **Cyber Security**: Overseeing cyber security operations and strategy, including incident response, vulnerability management, identity and access controls, and governance to protect departmental systems and data.
- **Business Applications & System**s: Providing operational support for business applications and corporate systems, coordinating vendors, and ensuring seamless transition from project delivery to business-as-usual operations.
- **Enterprise Platforms**: Managing integrating enterprise platforms, developing scalable, secure, and interoperable digital services through collaboration with internal teams and external partners.
- Data & Automation: Delivering data, assurance, testing and automation capabilities, including DevOps pipelines, centralised testing, database administration, analytics, and AI solutions to drive quality, efficiency, and innovation.
- **ICT Project Delivery**: Designing and delivering ICT projects, enhancements, and proofs of concept to build future-ready systems aligned with departmental priorities and sustainability goals.
- **Digital Innovation**: Providing executive leadership across the delivery of innovative, user-focused digital products and services that align with organisational objectives.
- **Leadership & Culture**: Modelling and providing workplace, health and safety and supporting high performance in complex operational environments.
- **Stakeholder Engagement**: Building and nurturing strong relationships across the department, broader Commonwealth and ICT industry.
- **Compliance & Standards**: Ensuring digital products and services meet government and departmental policies, standards and design principles.

- **Strategic Support**: Supporting divisional planning and program management, including engagement in Departmental processes and contributing to budget, cabinet and parliamentary process.

Eligibility

What we are looking for

To be successful for this role you will need to meet the Senior Executive Service capability for the SES Band 1, you will be an experienced and dynamic leader with a passion for digital services, and you will be able to demonstrate the following:

- Outstanding leadership skills, strong track record in managing and leading remote, cross-functional technology teams, vendors, and stakeholders in evolving and fast paced environments.
- Proven experience and demonstrated capability in leading the delivery of end-to-end digital solutions, including architecture, development, integration and deployment across complex enterprise environments.
- Deep experience in cybersecurity strategy, operations, governance, risk management and compliance.
- Demonstrated ability to embed Secure-by-Design approaches from design through delivery.
- Expertise in aligning ICT and cybersecurity initiatives with broader business goals and digital transformation strategies.
- Experience in secure cloud adoption and cloud technology service offers.
- Ability to engage with risk, balance operational delivery with long-term strategic planning and innovation.
- Ability to nurture and grow strong relationships to drive transformational change, both internal and external to the department.
- Highly developed collaboration and engagement skills and ability to represent the department at a range of forums.
- Ability to communicate effectively, be articulate and persuasive, and capable of guiding negotiations to a point of resolution in a facilitative way.

Eligibility and other requirements

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

Security Clearance - this position requires a Negative Vetting Level 2 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

Applications close at **11:00 pm (AEST) on Sunday 14 September 2025**

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 agency.

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

To Apply

Position Contact	Dan Wilson, 0426 477 670
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762495

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

Closing Date:Sunday 28 September 2025

Parks Australia
Science & Australian National Botanic Gardens National Seed Bank

Job Title	Seed Science Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$84,794 - $93,020
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	The successful applicant will need to work on site.
Classification	APS Level 5
Position Number	2025/2293
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=329EB854-AF82-3CCF-8EA9-E4203EC153DA

The Conservation Science section, which has been recently established in the branch, facilitates and supports innovative, cross-disciplinary research to inform management of the Commonwealth parks and gardens, to achieve outcomes for conservation and community, and to contribute to the national nature positive conversation. The section includes marine and terrestrial conservation scientists working together on complex, real-world problems that realise the potential for the parks and gardens to build conservation knowledge for Australia.

The Conservation Science Section includes the National Seed Bank (NSB) at the Australian National Botanic Gardens (ANBG). The NSB team contributes to conservation of threatened plant species by sourcing, collecting and storing wild seeds, and conducting research on seed germination requirements, dormancy, longevity in storage and reproductive ecology. The NSB contains a unique collection of seeds and other germplasm (such as spore) of native plant species from all over Australia - approximately 8,000 collections of almost 4,000 species. These scientific collections are associated with data such as provenance, propagation and lineage history, seed research, curated images, and verified herbarium specimens, and are integrated with wider plant conservation and research conducted at the ANBG. With combined expertise in botanical taxonomy, evolution and systematics, seed biology and horticulture, the ANBG is uniquely placed to provide holistic national plant conservation solutions.

Duties

- Reviewing the scientific literature to determine gaps in our current knowledge of Rutaceae regeneration via seed.

- Collaboratively designing, conducting, analysing and interpreting lab and field experiments to investigate the seed germination strategy and post-fire recruitment potential of Rutaceae seeds.
- Collecting mature, high-quality seeds from the wild, deploying soil data loggers at collection sites, and setting up and maintaining a seed burial experiment in situ.
- Entering and maintaining germination and viability test data in an accurate and timely manner, in various formats including the ANBG electronic database.
- Preparing a clearly structured and concise written report for project partners, including figures, and presenting findings to internal and external audiences.

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

Eligibility and other requirements

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

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

Mandatory qualifications – A Bachelor of Science with research experience, or similar qualification / equivalent experience.

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

Additional requirements:

- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

We currently have one non-ongoing opportunity available for immediate filling. A merit pool for filling the same or similar position in Canberra, ACT may be established at the conclusion of this selection proces

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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

To Apply

Position Contact	Gemma Hoyle, 0409 222 228
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=329EB854-AF82-3CCF-8EA9-E4203

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762537

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

Closing Date:Thursday 18 September 2025

Parks Australia
Property and Infrastructure Property Services Section

Job Title	Senior Emergency Management Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,438 - $108,360
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	The successful applicant will need to work on site
Classification	APS Level 6
Position Number	2025/2450
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=3E12252B-DEA4-A44A-3A3D-E431B3FA06A0

The property team leads a strategic approach to emergency management, property acquisition, facilities management and maintenance to drive sustainable commercial outcomes that contribute to long term asset planning while ensuring safety and compliance.

Duties

- Working with the department's property service provider to ensure all sites have the required emergency planning, management, and training services in place.
- Assisting in managing the contract with the department's property service provider for emergency management.
- Ensuring the department maintains robust emergency management arrangements consistent with AS3745 – Planning for Emergencies in Facilities.
- Contributing to the identification, development, and implementation of opportunities to improve emergency management practices and processes across the department.
- Managing key stakeholder relationships, internal and external, to ensure the delivery of enabling services that meet business needs.
- Providing advice to emergency management committees.
- Coordinating and supporting a national warden network.
- Drafting briefs, policy documents and reports to a high standard.

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 **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 in this location may be established at the conclusion of this selection process.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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

To Apply

Position Contact	Matthew Menz, 0402 029 397
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=3E12252B-DEA4-A44A-3A3D-E431E

Climate Change, Energy, the Environment and Water

Vacancy VN-0762538

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

Closing Date:Thursday 18 September 2025

National Energy Transformation
National Climate & Energy Partnerships State and Territory Energy Policy & Strategy

Job Title	Policy Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - WA WA, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - NT NT, Various locations - SA SA
Salary	$84,794 - $93,020
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	A mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	APS Level 5
Position Number	2025/2404
Agency Website	https://www.dcceew.gov.au/

Job Description

https://www.dcceew.gov.au/about/jobs/apply

Who we are

The National Energy Transformation Division (NETD) hosts three branches: National Climate and Energy Partnerships, the Office of Energy Economics and Energy Security, Resilience and Emergency Response. NETD plays an enabling role in the clean energy transition by providing strategic policy advice and economic analysis on the steps needed to transition the electricity and energy sector to net zero emissions.

We partner with states and territories on the delivery of reforms and provide advice on economic, and energy market trends in the transition to net zero. We support the department's engagement with energy market bodies, key industry stakeholders and advocates, Snowy Hydro Ltd and the Australian Energy Infrastructure Commissioner.

The National Climate and Energy Partnerships Branch provides strategic policy oversight and advice to support the Australian Government's engagement and collaboration with states, territories and key market bodies to deliver the energy transformation.

The Branch hosts four teams:

- State and Territory Energy Policy and Strategy
- Energy and Climate Change Ministerial Council (ECMC) Delivery
- Snowy Hydro Governance and Policy, and
- Market Body Governance and Engagement

The State and Territory Energy Policy & Strategy (STEPS) team provides strategic policy oversight and advice

to support Commonwealth-state relations to deliver Australia's energy transition.

The team has policy oversight of the National Energy Transformation Partnerships (NETP), a framework for collaboration

between Commonwealth, state and territory government to support a smooth energy transformation.

The team leads on negotiation and implementation of bilaterial Renewable Energy Transformation

Agreements (RETAs) with each state and territory, which builds on the NETP to support achieving 82%

renewable electricity by 2030.

We strive to be an influential and high-performing team that values trust and good humour, with a focus on collaboration, responsiveness, effective and open communication, taking initiative, and building capability.

For more information about us please visit our website.

Duties

You will work productively with a small team to:

- Support RETA implementation and delivery, including RETA Oversight Committee secretariat support for the team.
- Maintain relationships with key stakeholders internally and externally to foster effective collaboration and deliver outcomes.
- Monitor an email inbox and effectively respond to enquiries, coordinating with other staff as appropriate.
- Provide secretariat support for the Energy Transformation Working Group as needed.
- Support engagement with the Equality Initiative including, implementation and delivery of Australia's Equal by 30 commitments. This may include social media management, event support, and providing support to Australia's involvement in the Equality Initiative Ambassadors Program.
- Contribute to the development of project planning and reporting documents.
- Coordinate and draft briefing and other products for senior executive and Ministers on RETA and/or NETP related matters.

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 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 one vacancy available for immediate filling which can be worked from Adelaide, SA - Brisbane, QLD - Canberra, ACT - Hobart, TAS - Melbourne, VIC - Perth, WA - Sydney, NSW.

A merit pool for filling the same or similar positions from any location in Australia may be established at the conclusion of this selection process.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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

To Apply

Position Contact	Eleanor Dun, 0403 721 947
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Employment and Workplace Relations

Vacancy VN-0762529

Comcare

Closing Date:Wednesday 10 September 2025

Scheme Management Group
Office of the Chief Data and Analytics Office Team Data Architecture and Engineering Unit

Job Title	Data Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Launceston TAS
Salary	$99,985 - $110,946
Future Merit Locations	Canberra, Melbourne, Launceston
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	02066
Agency Website	

Job Description

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

Team Overview

The Data Engineer will sit within the Office of the Chief Data and Analytics Officer (OCDAO) team which is responsible for ensuring that Comcare takes a mature and sophisticated approach to the management and use of data and works across Comcare to:

- Improve enterprise data governance.
- Foster a data driven organisational culture.
- Deliver better insights through new platforms and capability uplift.
- Ensure data architecture and data models cater for versatile reporting and analytics needs.
- Delineate impacts within our data environment to facilitate a better understanding and implementation of effective controls.
- Create a framework that helps people understand their responsibilities when it comes to data.
- Embed continuous improvement in process and quality of data captures.
- Ensure consistency in the description of common data terms.
- Ensure data is leveraged effectively to solve business problems.
- Enable data capability gaps to be identified and addressed across Comcare so that Groups can be more self-sufficient in working with data.

The OCDAO has a dynamic culture that values purposeful work, making a positive impact and integrity. As part of this, it promotes a culture of valuing others, commitment, wellbeing, opportunity and celebrating achievements.

Duties

The Data Engineer plays a key role in the operationalisation of the data platform to business areas. The Data Engineer will work closely with ICT Engineers, data modellers, data analysts and business areas to develop reusable data patterns in a cloud-based Microsoft Azure environment, for use in reporting, analysis and data science. In this role your key responsibilities will include, but are not limited to, the following:

1. Contribute to Comcare’s purpose, Corporate Plan and Program Delivery model.
2. Support the implementation of the data and analytics strategy.
3. Support the operationalisation of a core data platform, including through the development of semantic layers and data and analytics pipelines.
4. Develop and maintain documentation to support data engineering capability uplift.
5. Provide data subject-matter expertise to the organisation.
6. Support and promote data governance initiatives including data quality uplift.
7. Establish and maintain strong stakeholder relationships with both internal and external parties.
8. Design and contribute to innovative solutions and identify and implement opportunities for continuous improvement in the data environment.

Qualifications and experience

Mandatory:

- Recent and relevant experience (ideally, 2 years +) in a data engineering role

Desirable:

- Experience working within an Azure cloud data environment
- Experience developing data pipelines for data visualisation / analysis tools such as Microsoft Power BI

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee Health Declaration.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance.

Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	recruitment@comcare.gov.au, 1300 366 979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0761454

Department of Employment and Workplace Relations (DEWR)

Closing Date:Monday 15 September 2025

Technology and Services
IT Workplace, Environment and Customer Support TSD Customer and Financial Modelling

Job Title	TSD Finance Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$125,220 - $138,394
Future Merit Locations	Various locations - ACT
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	25/0954
Agency Website	https://www.dewr.gov.au/

Job Description

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

The TSD Customer and Financial Modelling team is looking for a talented, high performing Finance Manager to join our fast-paced TSD Finance team in a leadership role. You will need to be a hard-working team player with excellent stakeholder management, engagement, and communication skills. A strong ability to translate and clearly explain complex financial concepts and obligations to support the divisions' ICT leaders to manage capital and operating budgets for teams across 3 branches is essential. Planning work and managing and prioritising multiple competing tasks to ensure timeframes are met is a core component of this role.

Duties

Responsibilities of the EL1 may include:

- Financial management of budgets and forecasting for TSD cost centres and accounts.

- Preparing and presenting accurate and timely financial reports to the TSD leadership team.
- Providing advice on the current and forecast financial performance and position of the Division.
- Maintaining reporting on contractors, funding sources and expenditure.
- Managing month-end processes and reporting.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Lynette Zweck, 02 6121 7728
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0762397

Department of Employment and Workplace Relations (DEWR)

Closing Date:Wednesday 01 October 2025

Workforce Australia Provider Support Division
Queensland State Office Employment Services

Job Title	Indigenous Liaison Officer – Affirmative Measure Aboriginal and Torres Strait Islander
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Rockhampton QLD, Townsville QLD
Salary	$101,833 - $111,979
Future Merit Locations	Brisbane, Rockhampton, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	25/1072
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Director, Brisbane Employment the Indigenous Liaison Officer is responsible for engaging with local communities and building positive working relationships with a range of internal and external stakeholders. This will assist the department to better understand gaps in service and barriers to employment opportunities for First Nations people.

The Indigenous Liaison Officer will collaborate with service providers, supporting and promoting local place-based activity that enhances the experience and impact of First Nations people in employment and skills programs. This will help to address Priority Reforms under the National Closing the Gap Agreement and DEWR’s Reconciliation Action Plan.

By providing the Queensland State Office with feedback from community and in relation to place-based activity, it will build our cultural responsiveness and guidance on a local level.

Our work can be challenging, but it is also rewarding and suits people who are resilient and embrace innovation, change, and want to make a difference in our communities.

Travel, including overnight trips will be a requirement of the Indigenous Liaison Officer role.

Duties

Responsibilities of the APS 6 Level may include:

- Providing cultural intelligence and support to the Queensland State Office staff and Senior Executives on matters affecting First Nations people, relevant to the work of DEWR.
- Showing initiative and providing targeted on the ground support and management for a variety of programs delivered by DEWR.
- Proactively engaging with key stakeholders to improve industry, employer and participant awareness, and uptake of DEWR programs.
- Participating in DEWR Community of Practice on Closing the Gap, representing Queensland State Office and sharing information on the work being done to support First Nations peoples into employment, education, and training.
- Leading and contributing to Queensland State Office Closing the Gap initiatives, bringing together staff, providers, and key stakeholders to achieve shared outcomes for First Nations peoples.
- Developing a directory of First Nations key stakeholders across Queensland so the right people are engaged in State Office led activity.
- Understanding the dispersed caseload and demographic characteristics across Queensland, to target activity to most need

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

- A driver’s licence is essential.
- Year 12 or equivalent certification desired but not essential and a willingness to build a strong knowledge of Queensland regions and employment and skills programs.
- Demonstrated experience working with First Nations communities and organisations is essential.
- Proficiency in Microsoft programs is essential.

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 agency.

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Nicole Wallace, (07) 3223 1327
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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