



Commonwealth of Australia
APSJobs - Vacancies Daily
PS35 Daily Gazette Friday - 30 August 2024.pdf

Australian Government Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS36 Weekly Gazette Thursday - 05 September 2024.pdf.

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

These Vacancies Daily will also appear in the Gazette PS36 Weekly Gazette Thursday - 05 September 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0747155

Australian Competition and Consumer Commission

Closing Date:Sunday 15 September 2024

Corporate
Information Management and Technology Services

Job Title	ICT Procurement Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Hobart TAS, Darwin NT, Townsville QLD, Brisbane QLD
Salary	\$119,173 - \$131,888
Classification	Executive Level 1
Position Number	EA2024/208
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 and drive innovation in technology procurement to support transformative ICT projects in an agency dedicated to protecting 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

The ICT Procurement Manager is a key role leading a small team to provide strategic, technical advice and support in planning, and throughout the procurement lifecycle process aligning with the Commonwealth Procurement Rules to achieve value for money outcomes. In this role you will ensure timely delivery of procurement services for the Information Management and Technology Services branch and:

- Lead a team of professionals, role modelling our leadership behaviours, supporting a professional and collaborative working environment, coaching, giving continuous feedback, resolving conflict, and facilitating career development.
- Lead and provide high quality strategic, accurate, procurement advice and support to the IMTS branch for the delivery of procurement services.
- Effectively apply and provide advice in line with the Commonwealth Procurement Rules to achieve value for money outcomes.
- Stay updated on the latest trends, requirements, and best practices for federal government procurement, and share insights and learnings with the ICT Procurement team and internal stakeholders, using relevant forums and platforms.
- Proactively monitor the IT Overheads budget by analysing and identifying variances, changes, and trends to provide forecasting that informs planning and decision making.
- Establish and maintain strong relationships with key stakeholders from internal teams, and vendors to
- Continue to shape the overall delivery of IT procurement services.
- Proactively seek and implement opportunities for continuous improvement in the delivery of procurement services.

Eligibility

About you

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

- demonstrated experience leading an IMTS team or similar role in a fast-paced and large complex peoplecentred organisation.
- strong stakeholder engagement skills with the ability to build and maintain effective working relationships across a range of internal and external stakeholders across different functions and levels.
- exceptional communication skills (oral and written), with the ability to articulate complex procurement processes and prepare quality detailed documentation and reports for diverse audiences.
- creative and analytical thinking, with the ability to identify and solve problems, generate ideas, and innovate. The ability to work in a fast-paced and dynamic environment, and with a continuous learning and improvement attitude.
- relevant tertiary qualifications or equivalent experience in procurement and demonstrated understanding of the Commonwealth Procurement Rules (CPR's) and BuyICT.

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>

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	Nicole Dobson, 02 6243 4910
Agency Recruitment Site	https://accs.bigredsky.com/page.php?pageID=106

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Vacancy VN-0747169

Job Title	Agile Team Leaders, VIC Operations
Job Type	Full-Time, Non-Ongoing
Location	Essendon Fields VIC, Grovedale VIC, Heatherton VIC, Port Melbourne VIC, Shepparton VIC, Wangaratta VIC, Werribee VIC
Salary	\$91,140 - \$102,152
Classification	APS Level 6
Position Number	2024-293 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

You will be joining a network of Team Leaders and Assistant Team Leaders across the country, responsible for managing your work unit to ensure the proper conduct of our federal elections and referendums. You will work closely with our State Office, National Office and the other States and Territories.

Each Team Leader will typically oversee a team of around 2–10 staff, however, this team size increases significantly during an election event where we scale up and engage our temporary election workforce. During the delivery of the election, the Team Leader will undertake the legislative responsibilities of the Divisional Returning Officer for a federal electoral division and will work to ensure that the division delivers an election result with transparency and integrity.

At the AEC you will develop strong connections with colleagues and supportive networks, as we all work to deliver an impartial and independent electoral system with high integrity.

Duties

We are looking for agile, energetic, self-motivated, results-driven experienced leaders to lead a team of staff to manage divisional election planning, delivery, and evaluation. A proactive individual who can work under pressure, and independently under limited guidance, and comfortable working in a team environment.

During preparation phase of the electoral cycle, you will be responsible for ensuring accuracy and completeness of the electoral roll for approximately 100,000 electors within your division to exercise their franchise at the federal, state, and local government election. Whilst doing this you will also be leading your team in preparing towards the next federal event.

Once we move to the mobilisation phase of the electoral cycle these critical roles run the largest peace time activity mobilising up to 100,000 staff.

You will contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives, including setting priorities for the work area, maintaining team cohesion, and ensuring quality of outputs for the work area.

You will be responsible for the overall supervision of our temporary election staff, using your leadership skills to support the expanding workforce requirements seamlessly and efficiently.

You will join the leadership team committed to learning and self-development and responsible for building technical capability and fostering career development of its people.

To excel you'll have demonstrated ability to:

- **work with others** - building team spirit, listening and communicating proactively, and recognising the contribution of others.
- **lead and supervise** – delegating effectively, providing clear direction, motivating, and empowering others and setting appropriate standards of behaviour.
- **follow instructions and procedures** – keeping to schedules and deadlines, following set procedures and policies and complying with obligations and requirements of the role.

- **cope with pressures and setbacks** – remaining positive, calm, and working productively in a high-pressure environment.
- **adhere to principles and values** – always demonstrating integrity and upholding ethics and values.

Desirable skills and experience include:

- experience in planning and organising major logistical events - managing time effectively and identifying and organising resources to achieve results.
- ability to adapt and responding to changing circumstances, dealing with ambiguity, and making positive use of opportunities it presents.
- ability to consistently deliver results and achieve project goals, working in a systematic, methodical, and orderly way while monitoring and maintaining high standards for quality.
- a demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Ryan Oakley, 03 9967 3074
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0747257

Australian Electoral Commission

Closing Date: Sunday 15 September 2024

Enterprise Transformation Group
Indigo Delivery Branch

Job Title	Assistant Directors, Indigo Delivery Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$113,821 - \$128,264
Classification	Executive Level 1
Position Number	2024-297 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join a team of a highly motivated and collaborative professionals that work in the Enterprise Transformation Group. The Enterprise Transformation Group is made up of two Divisions, the Chief Information Officer Division and the Enterprise Strategy and Transformation Division, that have been established to drive the AEC’s transformation agenda, and to deliver the Election Systems Modernisation Program (Indigo Program) on behalf of the agency.

The Indigo Delivery Branch is part of Chief Information Officer Division and is responsible for:

- Agile Delivery Teams (ADTs) – multidisciplinary teams building, refining and deploying solutions to re-engineer business processes and replace aging electoral systems with modern, secure and agile technologies.
- Systems Team – multidisciplinary teams building the Agile development environment for the Indigo Program and enabling the ADTs, including developing and maintaining the continuous delivery pipeline, and facilitating deployment and releases.

The Indigo Delivery Branch is committed to establishing and maintaining a high performing and positive workplace culture. You will operate in a fast paced, dynamic environment, working closely with Directors, Assistant Commissioners, First Assistant Commissioners, and all areas across the Enterprise Transformation Group.

Duties

As an Assistant Director, you will work with limited direction to support Directors and Program Managers to deliver the Indigo Program. You will provide strategic and operational leadership, ensuring strategic outcomes are met and work packages are delivered effectively against scope, budget, time and to a high quality. You will play a key role in delivering enabling projects and procurements and help to foster a high-performance culture.

To excel you'll have:

- Demonstrated experience executing and managing programs and projects, including effective planning and scheduling, task management, resource management and quality management.
- Demonstrated experience effectively managing program and project issues and risks, ensuring proactive controls which minimise disruptions to schedule, quality and budget.
- Demonstrated experience managing high volumes of work and competing priorities, with the ability to deliver work high-quality work to agreed standards and timeframes.
- Excellent written and verbal communication skills, with the ability to communicate effectively with people from diverse backgrounds and levels of seniority.
- Excellent stakeholder engagement skills, with the ability to build and maintain strategic relationships and use professional judgement to communicate decisions and manage stakeholder expectations.
- Excellent analytical and problem-solving skills, including the ability to identify and implement pragmatic, fit-for-purpose solutions.
- Demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.

Desirable

- Tertiary qualifications and/or an industry recognised certification in Management, Business Administration, Project Management, or a similar field.
- Demonstrated work experience executing and managing programs and projects in the Federal government context.
- Demonstrated work experience executing and managing Information Communication Technology programs/projects.
- Experience in Agile ways of working, such as SCRUM or the Scaled Agile Framework (SAFe).

Eligibility

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

Notes

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

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of

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

To Apply

Position Contact	Sasha Webb, (02) 5137 2531
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0747232

Australian Government Solicitor

Closing Date:Friday 13 September 2024

Australian Government Solicitor
Client Services

Job Title	Training Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5
Position Number	TBC
Agency Website	

Job Description

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

Duties

Training Coordinator (APS5)

- Ongoing/Non-ongoing (12-month contract)
- Full-time role
- Canberra
- Collaborative team environment

The Australian Government Solicitor (AGS) is seeking a Training Coordinator.

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 715 staff, including 500 lawyers, we work in more than 40 different areas of law related to government.

About the role

Among other tasks, key responsibilities of the role include:

- supporting lawyers to provide legal training to clients
- project managing training requests, planning, scheduling, coordinating with key stakeholders
- technology-host for virtual training and host for in-person training
- continuous improvement approach to work
- training administration tasks such as database updates, reporting and billing.

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

About you

The successful applicant will need to possess the following skills and attributes:

- ability to manage competing priorities effectively and efficiently
- strong project management and administration skills and experience
- excellent communication skills, both written and oral
- excellent interpersonal skills and collaborative working style
- a proactive, client-service mindset and approach.

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 employees competitive remuneration packages, including 15.4% superannuation.

AGS is a supportive organisation which embraces diversity. We understand that work is only part of your life and while our workplace can be demanding at times, we also provide access to a range

of flexible working options, generous leave entitlements and wellbeing benefits to support your needs throughout your career.

How to apply

To apply, please click the ‘Apply’ button. Please provide a covering letter (no more than 2 pages), addressing the requirements of the job and your relevant experience, and your CV.

Applications close at 5:00pm (AEST) on Friday 13 September 2024.

Further enquiries

Further information can be obtained by contacting Sally Forbes, Senior Business Development Manager on 02 9581 7579 or Natalie Lightfoot, HR Business Partner on 02 6253 7529. **Eligibility**

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

Notes

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

About the Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 715 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Natalie Lightfoot, 02 62537529
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0747303

Job Title	Secretariat
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$85,313 - \$98,532
Classification	APS Level 5
Position Number	2118
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://ausport.nga.net.au/?jati=D6E21F24-E673-5E2A-49C5-DB0865D440F6>

Duties

Applications close at **11:30pm AEST 8 September** (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 Office of the CEO maximises engagement across government and key stakeholders through strategic leadership of media and communications, policy and legal counsel to ensure consistency and focus on priorities across the whole organisation. The group also provides executive support and secretariat functions to the ASC Board of Commissioners.

About the role - In consultation with the Executive Officer you will manage our ASC Board and Executive Committees. Using a high level of attention to detail you will curate Board and Committee agendas and meeting meetings as well as all logistics for our Commissioners. This role will work closely with Senior Advisors and Executive Assistants across the business.

About you –

The successful candidate will have:

- Experience in a position that has provided administrative support, including minute-taking for a Board and/or Committee.
- Displays a high level of confidentiality.
- Experience collaborating across teams.
- Excellent written and verbal communication.
- Experience in stakeholder management and communications.

This position is offered as **ongoing**.

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.

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

- 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.

The Australian Sports Commission (ASC) acknowledges the Traditional Custodians of the lands where its offices are located, the Ngunnawal people and recognises any other people or families with connection to the lands of the ACT and region, the Wurundjeri Woi-wurrung people of the Kulin Nation, the people of the Yugambeh Nation and the Gadigal people of the Eora Nation. The ASC extends this acknowledgment to all the Traditional Custodians of the lands and First Nations peoples throughout Australia and would like to pay respects to all Elders past and present. The ASC recognises the outstanding contribution that Aboriginal and Torres Strait Islander peoples make to society and sport in Australia and celebrates the power of sport to promote reconciliation and reduce inequality.

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	Megan Judd, 0476 779 536
Agency Recruitment Site	https://ausport.nga.net.au/?jati=D6E21F24-E673-5E2A-49C5-DB0865D440F6

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Vacancy VN-0747314

Defence Housing Australia

Closing Date:Friday 13 September 2024

Business Solutions and Technology Technology Program

Job Title	Data and Information Journey Lead
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT
Salary	\$118,461 - \$144,571
Classification	Executive Level 1
Position Number	493432
Agency Website	https://www.dha.gov.au/

DHA have an exciting opportunity for a Data and Information Journey Lead to join our ongoing Data Program. If you are interested in leading DHA's data and information maturity journey, apply now!

About your contribution

As the Data and Information Journey Lead you will apply your enthusiasm and experience in data and information management to successfully lead DHA's data and information maturity journey. Your success will come from leveraging your leadership skills to build constructive stakeholder relationships that enhance the data culture within DHA. You also will proactively work to embed DHA's data and information policies, data operating model, data analytics, and operationalise effective data governance.

About your team

Business Solutions and Technology (BS&T) is responsible for all software related business analysis, business solutions, in-house software development, telephony, IT Services and Infrastructure. We deliver business as usual activities and innovation driven initiatives that provide efficiencies to the broader organisation. The BS&T team has redesigned its operating model to partner with our business stakeholders to deliver the Technology Refresh and Modernisation and Improvement programs.

Duties

To be successful in this role, you will:

- Engage with stakeholders to embed and monitor operational processes for data and information literacy, governance, and management.
- Lead development and promotion of the Data Asset Register, Data Glossary and Data Dictionary.
- Undertake leadership of the DHA Data Champions Network (DCN), including supporting and promoting data-related roles within DHA (including Data Owners and Stewards).
- Support the adoption of DHA's enterprise data modelling tool
- Work with peers to support the success of DHA's self-service Business Intelligence capability.
- Facilitate improved data security management, including advising on ongoing data classification capability for sensitive data assets.
- Apply your knowledge of a Records Authority as it is defined by National Archives of Australia, and the Archives Act 1983.

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

For further information on the role, please refer to the **Position Description** on the [DHA Careers site](#).

Order of Merit

Any merit pools established from this merit-based process 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.

How to apply

Apply now via our [online careers site](#) with your current resume and a 500-word pitch, as outlined in the position description.

***A 500-word one page pitch is required to apply for this role.**

Any questions? Please contact Shaun Cordell at shaun.cordell@dha.gov.au

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>

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	Shaun Cordell, 02 6268 3711
Agency Recruitment Site	https://careers.dha.gov.au/

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Job Title	Chief Data Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 2
Position Number	60066767
Agency Website	www.homeaffairs.gov.au

Job Description

<https://www.beaumontandbeaumont.com.au/11353>

Be part of something bigger and make a difference to the nation. Join a supportive and diverse environment that encourages innovation and creativity. Contribute to building a prosperous, secure and united Australia – work in a challenging but rewarding role that touches many parts of Australian life.

The Department of Home Affairs has a strong culture of performance and delivery across a wide range of functions and we want you to be a part of our team. Our people have a deep commitment to protecting and enhancing the lives of Australians and you can too.

Duties

Our data is a key strategic asset and a critical enabler of the Department and the Australian Border Force's organisational outcomes. The Chief Data Officer has an important role to lead the Data and Economic Analysis Centre to deliver their mission to maximise the availability, trust in, and legitimate use of data, analytics and quantitative analysis in policy, managerial and operational decision-making.

The Division comprises three Branches:

- Economic, Policy and Insights Centre** combines data with high-level economic, social, demographic and behavioural analysis to support business areas in developing evidence-based public policy advice and decision-making in support of government strategy and policy.
- Data Services Branch** provides users with an expanded and agile suite of data and analytic products that enable the Department and the ABF to make better-informed managerial, operational and policy decisions.
- Data Science and Applied AI Branch** uses data analysis and data tools to exploit the breadth of potential data sources and new and emerging technologies to support the Department's ability to make better-informed and quicker operational decisions.

The Data Management and Ethics, Data Business Partnerships and Performance and Communications Sections support the Chief Data Officer and the three branches on matters relating to data governance, whole of government data policy and performance measurement.

The Chief Data Officer also assumes the roles of:

- **Chief Analytics Officer** - Overseeing the agency's analytics function, including data analytics and data science.
- **Chief Statistician** - Responsible for the clearance of official statistics and reviewing the veracity of statistical analyses.
- **Data Champion** - Promoting best practice use, sharing and re-use of data within their agency and across the APS.

The Chief Data Officer inspires a highly engaged team by being committed to delivering outcomes, being a trusted advisor, implementing priorities on time and to a high standard, being dedicated to continuous improvement, providing high quality services and products and operating with optimal efficiency.

General Responsibilities

- Promote APS and departmental values and behaviours
- Build awareness and understanding of data and the opportunities associated with it
- Translate organisational vision and strategy into operational reality
- Demonstrate responsible stewardship through effective governance, reporting and resource management
- Lead change and engage staff through clear communications and proactive stakeholder engagement
- Motivate and manage team performance, including monitoring divisional performance and addressing potential barriers to success
- Build and sustain a high performance culture, including building staff capability and nurturing talent
- Regularly review and communicate accountabilities across the division
- Contribute to and communicate the strategic direction of the Department and your strong leadership credentials and ability to engender trust and respect will be complemented by sound judgement, a strong focus on results, and the ability to solve complex issues.

Core Capabilities

- Demonstrated experience working with public policy, operational and management business areas to realise the organisational and societal benefits from using data and evidence-based decision-making
- Intimate understanding of data, information, analytic technology and methodologies, risks, legal and ethical infrastructures
- Proven leadership capability working with teams in a complex and fast paced environment
- Considers emerging trends, identifies long-term opportunities and balances organisational requirements with desired whole of government outcomes
- Demonstrated experience in applying data and analysis
- Demonstrated experience in managing complex risks in a dynamic multi-faceted environment

- Experienced in contributing to, and implementing strategic initiatives at an enterprise level
- Highly developed interpersonal, communication and negotiation skills
- Displays political acumen, strong communication and have demonstrated experience in managing and influencing diverse stakeholders.

Eligibility

The successful candidate must:

- be an Australian Citizen;
- obtain and maintain a security clearance at a minimum of Negative Vetting 2
- obtain and maintain Department based clearances.

Notes

This role is currently based in Canberra ACT, other locations may be considered by exception.

This advertisement will be used to fill a current vacancy and to create a merit list for future vacancies arising over the next 18 months.

Applications can be made by completing the application form at <https://www.beaumontandbeaumont.com.au/11353> before **11:59 PM AEST on 13 September 2024**.

In addition to the application form, 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 upload a resume that outlines your career history, qualifications and achievements.

If you have any queries or need assistance with the application process, or if you would like to discuss your application, please contact **Lionel Riley** on **02 6126 4500**, citing reference number 11353 or email homeaffairs@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 visit: <https://www.apsc.gov.au/recruitability>

About the Department of Home Affairs

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

To Apply

Position Contact	Lionel Riley, 02 6126 4500
Agency Recruitment Site	https://www.beaumontandbeaumont.com.au/11353

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Vacancy VN-0747235

Department of Home Affairs

Closing Date:Thursday 12 September 2024

ICT Division
Traveller Cargo & Trade Systems Traveller System Platforms Section

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$110,788 - \$129,928
Classification	Executive Level 1
Position Number	133993
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/133993/>

About our team

GM Technology & Major Cap Group | ICT Division | Traveller Cargo & Trade Systems | Traveller System Platforms Section

The Traveller System Platforms (TSPS) Section designs, develops and implements application solutions to enable travellers to safely cross Australian international Borders by leveraging industry supported technologies through well established strategic industry partnerships.

TSPS delivers high quality and accessible business services to our front-line workforce Australian Border Force and cross Government agencies through industry supported secure data sharing technologies. TSPS is progressing fit for purpose, industry supported technology capabilities to Simplify and Rationalise the Traveller ICT landscape.

Partnering with industry experts and both Business and Enterprise Architecture, TSP are reducing technical risks to the Departments operational frontline services that secures the Australian Borders by delivering supported technology solutions aligned

to Business and ICT Strategies. Specifically, new SmartGate Gen3 technology for passengers arriving into Australia by air.

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

Our ideal candidate

- Experience or ability to gain a high degree of capability with Project Management tools including Budgeting, Reporting and Costing System (BRACS), Enterprise Project Management System (EPMS), Microsoft Project and Microsoft Excel
- Strong stakeholder relationship skills
- Strong analytical ability
- Strong communication skills - written and oral
- Sound knowledge or demonstrated ability to gain knowledge of Departmental business and its processes
- Detailed knowledge or demonstrated ability to gain knowledge of the Department's business and strategic direction
- Experience leading projects with mixed business and technical resources.

Duties

- Lead the management of dependencies with the internal and external project networks
- Manage business and risk planning, including identifying, investigating, analysing and/or mitigating potential risks to projects integrity, initiating appropriate action or escalating if necessary
- Understand and translate strategic priorities and emerging issues across the Department and/or Portfolio into project goals, plans and activities and ensure their team/s are aligned with the program's objectives
- Determine scope and reporting criteria for a projects
- Build trust and close relationships with the network through open communication to enable free flowing information sharing.

Additional information

The following is highly desirable for the role:

- Five years' experience in ICT Project Management
- Experience with ITIL Foundations:
 - Departmental IT system's current functionality
 - The Department's business and operations
 - Project Management and Scheduling.

Eligibility

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

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

Notes

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

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

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Bobbie-marree Barton, 0438 498 911
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/133993/

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Vacancy VN-0745450

Job Title	Board member, Tax Practitioners Board
Job Type	Part-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Canberra ACT
Salary	-
Classification	Statutory Appointment
Position Number	84-2024
Agency Website	www.treasury.gov.au

Job Description

www.derwentsearch.com.au

The Tax Practitioners Board (TPB) is the national body responsible for the registration and regulation of tax agents and Business Activity Statement (BAS) agents (collectively referred to as 'tax practitioners'). The TPB is also responsible for ensuring compliance with the *Tax Agent Service Act 2009*, including the Code of Professional Conduct.

The Government is seeking applications for Board members of the TPB. Board members are independent statutory office holders and are responsible for the strategic direction, governance and performance of the TPB. The TPB is supported by the TPB Chief Executive Officer and approximately 160 staff located in Sydney, Melbourne, Brisbane and Canberra.

Duties

Board members support the Chair to identify, prioritise and address relevant issues. Board members also participate in developing the strategies and policies of the TPB, as well as determining sanctions. Members have a diverse mix of skills, knowledge and experience with backgrounds ranging from business, tax, accounting, law, government or academia.

Applicants should have an outstanding record of achievement in a relevant field. Applicants should also have extensive understanding of current and emerging taxation matters, or sound understanding of government regulation and regulation of professional services. The successful applicant(s) will also have a strong understanding of the TPB's operating environment and governance responsibilities.

The time commitment required of a Board member is in the order of 35-40 days per annum. Travel will be required for some Board meetings and stakeholder engagement.

These part-time positions are statutory appointments for a period of up to 3 years and the successful applicant(s) will be required to obtain and maintain an appropriate security clearance. Successful applicant(s) will also be required to be 'community representatives' as defined in the [Treasury Laws Amendment \(2023 Measures No. 1\) Act 2023](#). Candidates must be Australian citizens.

Applications close at 11:59pm AEST, 22 September 2024.

To apply and for a copy of the candidate information pack: Please go to www.derwentsearch.com.au and click on 'search jobs'. Your application requires a resume (up to 4 pages) and a 'two page pitch' describing how your skills and experience contribute to the role.

For enquiries: Please contact Derwent at publicsector@derwentsearch.com.au.

Eligibility Notes

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

About the 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	publicsector@derwentsearch.com.au, publicsector@derwentsearch.com.au
Agency Recruitment Site	www.derwentsearch.com.au

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Vacancy VN-0747300

National Capital Authority

Closing Date:Monday 16 September 2024

Operations Visitor Experience

Job Title	Officer, Attractions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$80,341 - \$87,572
Classification	APS Level 5
Position Number	PN 356
Agency Website	https://www.nca.gov.au/about-us

The Role

As an Attractions Officer at the National Capital Exhibition, you will manage the daily operations of the National Capital Authority (NCA) attractions. Under limited direction, your role will encompass a range of responsibilities including opening and closing public exhibitions, supervising a diverse staff including volunteers and casual contractors, and executing the customer service policy to deliver an exemplary standard of service. You will roster staff, manage timesheets and invoices, and engage contractors as required. Additionally, you will be responsible for the collection and management of reports and statistics, including statutory reports such as annual reports and questions on notice. Training staff in all visitor-related tasks and coordinating with the Senior Education Officer for regular training sessions are also key aspects of this role. You will motivate and develop staff to maintain high levels of customer service, deliver education programs to a diverse range of visitors, and support the Attractions Manager in resource and performance management.

About our Team

Our team is dedicated to providing an informative and engaging visitor experience, celebrating Australia's heritage and the unique story of Canberra. We are a close-knit group that values collaboration, innovation, and dedication. Our work environment is dynamic, where no two days are the same, and we strive to maintain a fun and supportive atmosphere. We believe in empowering each member to contribute to our success, fostering personal growth and team development.

Our Ideal Candidate

The ideal candidate for this position is a proactive leader with a robust background in operations management, preferably within an exhibition, museum, or gallery setting. You should possess demonstrated experience in managing daily operations and supervising a diverse team, paired with a commitment to providing exceptional customer service and a talent for staff training and development. Your well-developed communication skills will enable effective teamwork and collaboration. You'll need strong planning and coordination skills, with the capability to lead and adapt to changes seamlessly. An appreciation and understanding of Australian heritage and culture, and the role of the NCA, will enhance your fit for this role. Requirements for this position include the ability to gain and maintain a Baseline security classification and at least one year's experience in rostering and supervising a staff team. Additional experience in a visitor-focused attraction or education environment, as well as tertiary qualifications in hospitality or tourism management, are highly regarded.

At the NCA we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all people can contribute to our shared purpose. We welcome applications from Aboriginal and/or Torres Strait Islander people, mature age people, people from diverse backgrounds, People with Disability and LGBTIQ+ people.

This is an opportunity to be a member of the NCA team, committed to excellence, innovation, and exceptional outcomes.

Duties

The duties of the position are set out in detail in the position description available on our website.

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 will be required to obtain and maintain a security clearance at the Baseline level. The successful applicant must be willing to share all relevant and required information.

Notes

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	Bernardo Mateus, 02 6272 2996
Agency Recruitment Site	https://www.nca.gov.au/about-us/careers

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Vacancy VN-0747302

National Capital Authority

Closing Date:Monday 16 September 2024

Operations Visitor Experience

Job Title	Support Officer, Education
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$71,560 - \$78,001
Classification	APS Level 4
Position Number	PN 395
Agency Website	https://www.nca.gov.au/about-us

Job Description

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

The Role

Join us as an Education Support Officer at the National Capital Exhibition and play a pivotal role in enhancing our educational and cultural offerings. Under the guidance of the Senior Education Officer, you will be involved in the curation, design and development of new and existing exhibitions and public programs that highlight the national significance of attractions managed by the National Capital Authority (NCA). Your responsibilities will include coordinating with a diverse team of full-time staff, contractors, and volunteers to implement and evaluate these programs while training staff and volunteers to ensure high-quality educational delivery. You will use visitor feedback to continually improve our offerings, ensuring they align with the national curriculum. Additionally, you will help forge and maintain partnerships with other cultural and educational institutions, participate in external events like the Heritage Festival and Floriade, and contribute to the planning and delivery of the NCA's annual calendar of public programs. Your role will also involve significant administrative aspects, including managing school bookings, ensuring a high-quality visitor experience, and assisting with the management and reporting requirements for the NCA.

About our Team

Our team at the National Capital Exhibition is passionate about sharing the rich story of Australia's capital through engaging and innovative educational experiences. We are committed to creating a dynamic, collaborative, and enjoyable work environment. Teamwork is at the heart of everything we do; we believe in supporting each other, sharing ideas, and enjoying our achievements together. In our team, no two days are the same—each day brings new challenges and opportunities to learn and grow. We strive

to maintain a fun work environment where all team members can thrive and contribute to our mission.

Our Ideal Candidate

Our ideal candidate is a dedicated professional who embodies our commitment to education and inspiration. You should have a relevant degree or extensive experience in education, preferably with a background in an education or visitor-focused environment. Exceptional communication skills are essential for delivering effective presentations and training staff. You will need strong organisational skills to manage multiple tasks efficiently, meet tight deadlines and adapt to changing work requirements. We are looking for someone who thrives in a team setting and is eager to contribute positively to our group dynamics.

At the NCA we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all people can contribute to our shared purpose. We welcome applications from Aboriginal and/or Torres Strait Islander people, mature age people, people from diverse backgrounds, People with Disability and LGBTIQ+ people.

This is an opportunity to be a member of the NCA team, committed to excellence, innovation, and exceptional outcomes.

Duties

Full details of the position duties can be found in the Job Description on our website.

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

Notes

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	Bernardo Mateus, 02 6272 2996
Agency Recruitment Site	https://www.nca.gov.au/about-us/careers

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Vacancy VN-0747304

Job Title	Support Officer, Events
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$71,650 - \$78,001
Classification	APS Level 4
Position Number	PN 295e
Agency Website	https://www.nca.gov.au/about-us

Job Description

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

The Role

The Events and Place Activation team are responsible for the planning and delivery of the National Capital Authority owned and third-party organised events and festivals that occur on NCA-managed lands. A key part of the role is communicating with the public, event organisers, service authorities, city businesses and residents to provide information and advice in relation to event operations, logistics and permit processes.

In a typical year, the NCA can run over 500 events in a calendar year. From large scale events that occur over multiple days that attract tens of thousands of kids, to small scale events like weddings and lighting requests.

This role will lead many of the administration functions including managing bookings, enquiries, first point of contact for potential event clients etc. They are onsite everyday and also assist with communication internally.

By joining us, you will become part of a remarkable team who work in a constructive and inclusive culture to shape the future of this city. Together, we champion difference, celebrate achievement, and recognise positive impact.

Our Ideal Candidate

You will require the ability to understand organisational requirements including corporate policy, statutory regulations, operational procedures, and risk management standards and be able to transfer this to your daily work. Furthermore, you will have a flexible approach to work practices and an open communication style to work with colleagues in various teams to achieve individual and team goals.

At the NCA we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all people can contribute to our shared purpose. We welcome applications from Aboriginal and/or Torres Strait Islander people, mature age people, people from diverse backgrounds, People with Disability and LGBTIQ+ people.

This is an opportunity to be a member of the NCA team, committed to excellence, innovation, and exceptional outcomes.

Duties

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Notes

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To Apply

Position Contact	Jo Hamilton, 02 6271 2889
Agency Recruitment Site	https://www.nca.gov.au/about-us/careers

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Agriculture, Water and the Environment

Vacancy VN-0747298

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 15 September 2024

Exports & Veterinary Services
Meat Exports Various

Job Title	Regulatory Policy Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$81,690 - \$89,615
Classification	APS Level 5
Position Number	2024/3545
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on Exports and Veterinary Services Division & the department's goal.

Australia exports over \$16 billion worth of meat products annually to over 100 countries. In this role, you'll directly contribute to supporting this vital industry and Australia's economic growth. Our Exports and Veterinary Services Division ensures Australian meat products meet global standards, helping maintain and expand market access. We regulate, inspect, and certify meat exports for compliance with Australian and importing country requirements.

This is where you play an important role. You'll be key in maintaining our national meat inspection and certification services, ensuring high standards across the supply chain. Whether it's regulating export licences or overseeing meat processing facilities, your work will ensure Australian meat exports continue to thrive in global markets.

Duties

What You'll Do

Regulatory Expertise: Understand and apply meat export regulations to provide advice to stakeholders.

Application Processing: Review and assess export applications, ensuring they align with our regulatory frameworks.

Stakeholder Engagement: Build relationships with internal and external stakeholders to support policy and operational goals.

Communication Management: Oversee various communication channels, including phone calls and multiple email inboxes.

Administration & Coordination: Provide administrative and secretariat support for projects and key meetings, ensuring to keep operations and stakeholder engagement on track.

Research & Analysis: Conduct research and data analysis to inform policy decisions and support evidence-based regulations.

Document Preparation: Create and review essential documents, including briefs, reports, presentations and instructional material to support decision-making and policy implementation.

Project Support: Assist in delivering key projects, ensuring they align with our regulatory and operational objectives.

Eligibility

What we are looking for

The ideal candidate will be able to demonstrate

- Strong verbal and written communication skills in a corporate or government role
- Experience in researching and analysing data to make decisions and recommendations
- Ability to understand, interpret and apply relevant legislation and guidelines
- Builds good relationships and consults effectively with others
- Can work independently or as part of a team to meet deadlines
- Initiative and has a desire for self-development and learning
- Strong attention to detail and organisation skills
- Experience in managing and prioritising multiple duties to deliver work under tight timeframes.

The following experience is highly desirable for the role:

- Experience in the public service supporting policy and regulation, or in a program administration role.
- An understanding or qualifications and experience related to government policy, regulation, food safety, or animal production 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>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Brad McVicar, brad.mcvicar@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-0747311

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 15 September 2024

Exports & Veterinary Services
Meat Exports Various

Job Title	Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT
Salary	\$91,944 - \$104,393
Classification	APS Level 6
Position Number	2024/3547
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on Export and Veterinary Services Division & the department's goal.

Australia exports over \$16 billion worth of meat products annually to more than 100 countries. In this role, you'll directly contribute to supporting this vital industry and Australia's economic growth. Our Exports and Veterinary Services Division ensures Australian meat products meet global standards, helping maintain and expand market access. We regulate, inspect, and certify meat exports to guarantee compliance with Australian and international requirements.

This is where you play an important role. You'll be key in maintaining our national meat inspection and certification services, ensuring high standards across the supply chain. Whether it's regulating export licenses or overseeing meat processing facilities, your work will ensure Australian meat exports continue to thrive in global markets.

Duties

What You'll Do

- Master Regulatory Frameworks: You'll become an expert in meat export regulations, applying your knowledge to ensure compliance and guide our operations.

- **Provide Expert Advice:** Offer clear and accurate advice on legislation, policies, and technical matters, supporting the department’s regulatory responsibilities.
- **Analyse and Report:** Dive deep into compliance data, evaluate findings, and contribute to evidence-based policy development.
- **Create Key Documents:** Develop important briefs, ministerial correspondence, reports, and presentations that drive our mission forward.
- **Engage with Stakeholders:** Represent our branch and the department in meetings with internal stakeholders, industry partners, and other government agencies. You’ll build and maintain productive relationships that are crucial to our success.
- **Collaborate and Contribute:** Work closely with your team in a fast-paced, evolving environment to support our regulatory functions.
- **Manage Applications:** Handle complex applications that are key to our regulatory activities, ensuring everything runs smoothly and on time.
- **Lead Administrative Efforts:** Oversee administrative tasks, ensure compliance with legislative timeframes, and prepare essential instructional materials.

Eligibility

What we are looking for
Candidates must be able to demonstrate these skills:

- Strong communication skills and attention to detail.
- Ability to manage priorities, analyse issues, and make sound recommendations.
- Understanding of policy development and adherence to regulations.
- Team player who can also work independently.
- High performance in fast-paced environments, with integrity and proactive decision-making.
- Strong interpersonal skills to build productive relationships.

The following experience is highly desirable for the role:

- Experience in the public service supporting policy and regulation, or in a program administration role.
- An understanding or qualifications and experience related to government policy, regulation, food safety, or animal production 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>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Jamie Conlan, jamie.conlan@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-0747323

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 15 September 2024

Biosecurity Operations
Several Cargo Operations (NSW, QLD, NT, ACT) & Regulatory Assurance AS
Office, Cargo Operations (VIC, TAS, SA, WA) AS Office

Job Title	Executive Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$120,290 - \$129,379
Classification	Executive Level 1
Position Number	2024/2985
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
The Cargo Operations Pathway within BOD delivers regulatory assessment and inspections of goods, across the biosecurity continuum (offshore, at the border and onshore) to verify compliance with Australia's biosecurity requirements. Cargo Operations works with policy and risk owners within the department to influence and inform operational policy and deliver regulatory functions in accordance with legislative requirements, national standards and within a risk-based operating model. The group has a national footprint with a presence in all capital cities and major regional ports and smaller outposts.

The Executive Officers of the Cargo Operations Pathway support the Assistant Secretaries in the day-to-day operations of the Cargo Pathway branches.

Duties

The Jobs
The main duties of an Executive Officer may include, but are not limited to:

- providing high level strategic and administrative support to the Assistant Secretary by managing day-to-day correspondence and editing and preparing a range of briefings and other correspondence
- exercising discretion when accessing and disseminating confidential and sensitive information
- attending senior management meetings and taking responsibility for ensuring secretariat services are provided for various committees, key meetings and business continuity management exercises
- coordinating briefing responses and input to national requests, as required, on behalf of the branch
- preparing and managing travel arrangements including preparing, editing, and distributing itineraries and coordinating tours for internal and external visitors and delegations
- actively participating in local and national committees
- serving as liaison with departmental staff (including senior management) to ensure a manageable flow of work and effective

- communication
- exercising judgement in communicating with clients and staff and, where appropriate, responding and closing out issues on behalf of the Assistant Secretary
 - listening, considering risks and implications and offering thoughtful and practical advice to the Assistant Secretary and Directors
 - working with the Executive Assistant in electronic diary management including monitoring, responding to and disseminating electronic mail in a timely manner
 - building and maintaining productive working relationships with the Executive Officer cohort across all regions and actively engaging the network, offering constructive feedback and supporting colleagues within the group
 - contributing to and developing the business area's improvement initiatives and projects
 - managing competing priorities and organising workflow for self and others while maintaining good attention to detail and delivering within timeframes
 - supporting change management, including staff and client participation, consultation and cultural change
 - promoting the APS Values and the department's Core 4 values and behaviours
 - fostering a culture of safety, diversity, inclusiveness, positive attendance and high performance.

Please note that this recruitment process will initially be used to fill **two ongoing vacancies** in the branch and that the roles 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 and non-ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility

What we are looking for
Knowledge and experience

- The successful applicants will have:
- significant experience as an Executive Officer working to a Senior Executive Service Officer within government or equivalent private sector experience
 - experience in leading, managing and supporting an Executive Assistant to work collaboratively in a challenging, complex and fast paced environment
 - experience leading others and supporting staff in a regionally diverse and operational environment
 - a comprehensive knowledge of the Microsoft Office suite of products.

Notes

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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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Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 15 September 2024

Corporate
Intelligence and Information Systems Chief Information Officer

Job Title	End User Support Technician
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Canberra ACT, Melbourne VIC
Salary	\$82,403 - \$87,572
Classification	APS Level 5
Position Number	5563_08/24_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

Our End User Support Technicians provide high-quality desktop, laptop, mobile, and audio-visual support to ensure our intelligence, technology and enabling teams have access to the ICT services they need when and where they need them. You may be required to travel to ensure ICT infrastructure is available and upheld in various locations to meet operational demand.

As a member of a small multi-disciplinary team, you will have well-developed troubleshooting and analytical skills, a commitment to ongoing professional development, and the ability to foster relationships in order to deliver high quality advice and support to stakeholders, including the senior executive.

Duties

- Analyse and troubleshoot complex desktop, laptop and mobile technical enquiries, including the ability to apply sound judgement to problem solve when faced with competing priorities.
- Support and manage local and virtual windows environments through tools such as Windows Virtual Desktop (WVD), SCCM, SOE & group policy, and Intune.
- Maintains Technical skills and operation experience in VMware Horizon View, including management of Horizon Servers, Desktop templates, and VDI desktop pools are key in supporting our ICT environment.

Our ideal candidate

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Has strong verbal and written communication skills including a demonstrated ability build and maintain effective relationships through liaison, consultation, and information sharing.
- Understands or has the ability to rapidly acquire knowledge of complex ICT environments and a desire in further developing skill to understand changing ICT environments.
- Can work to tight timeframes, to set priorities and to meet deadlines both independently and as a member of a multi-disciplinary team.

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, 02 62687136
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0747287

Job Title	Senior Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	-
Classification	Executive Level 1
Position Number	5516_08/24_IO
Agency Website	https://www.acic.gov.au/

Job Description

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

Senior Intelligence Analysts are relied upon to provide subject matter expertise based on their understanding of the contemporary organised crime environment in Australia and overseas.

Duties

- Lead the development of a range of high-quality intelligence products that inform decision-making by internal and external stakeholders
- Lead advanced data interrogation, research capabilities and threat assessment methodologies, and assess threats, including the use of information technology to undertake analysis
- Contribute to collection, analysis and production to inform against national intelligence priorities and projects
- Capture insights from intelligence operations and investigations, and participate in ACIC intelligence collection activities and processes
- Maintain high level awareness of the serious and organised crime environment to identify priorities, including new and emerging threats and nationally-significant criminal activity
- Apply in-depth knowledge and understanding of relevant statutory, regulatory and policy frameworks for intelligence within a law enforcement environment
- Support inter-disciplinary and inter-agency liaison to maintain productive networks and to promote information sharing, partnerships and common understanding
- Role model a collegiate approach within the team that promotes a culture of flexibility and constant improvement, including the coaching and mentoring of junior staff.

As a Senior Intelligence Analyst, you will demonstrate strong leadership, coaching, mentoring, performance management and project management capabilities. You will use your strong liaison and negotiation skills to manage relationships at all levels and possess relevant law enforcement or National Intelligence Community operational intelligence experience involving knowledge of collection, analysis and assessment processes often requiring exploitation of complex datasets and special collections.

Our ideal candidate

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Significant experience in tactical, operational or strategic intelligence environments in either a National Intelligence Community or law enforcement agency, including extensive knowledge of intelligence processes, methodologies and tradecraft
- Demonstrates the ability to lead and conduct complex intelligence projects, and identify and contribute to the design of operational strategy
- An ability to lead collection, analysis and production of mission critical intelligence to inform against national intelligence priorities and intelligence requirements
- An ability to lead advanced data interrogation, research capabilities and threat assessment methodologies, and assess threats, including the use of information technology to undertake analysis
- Has highly developed oral and written communication skills, including the ability to develop and maintain collaborative and productive internal and external working relationships
- Demonstrated ability to collaborate with stakeholders, including state and federal police and five eyes law enforcement group partners, to ensure optimal outcomes for ACIC intelligence operations
- Role models a collegiate approach within the team that promotes a culture of flexibility and constant improvement
- Demonstrated experience leading teams of analysts, and overseeing, developing and mentoring less experienced staff
- May have experience in the cultivation, recruitment and management of human sources and the effective deployment of human sources against operational objectives.

Eligibility

Essential qualifications

- Analysts at this level will have demonstrated experience in an intelligence role in either the National Intelligence Community or law enforcement
- Successfully complete the Intelligence Analyst Pathway Program on commencement with the ACIC

Desirable qualifications

- Relevant thematic knowledge of serious organised crime.

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	Josh, 0400 868 259
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0747291

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 22 September 2024

Intelligence
Intelligence Operations North Operations

Job Title	Investigator
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$90,199 - \$101,745
Classification	APS Level 6
Position Number	5531_08/24_IO
Agency Website	https://www.acic.gov.au/

As an Investigator, you will plan, contribute to and implement the ACIC's intelligence operations to generate both unique insights into transnational serious and organised crime (TSOC) and opportunities for enforcement agencies to disrupt these networks. Investigators employ intelligence collection tradecraft, investigative methodologies and project management skills whilst leveraging ACIC capabilities including coercive powers, human intelligence, physical and technical surveillance, bulk data and advanced analytics. They do this within multi-disciplinary teams to understand and shape the environment to ensure operational intelligence strategies deliver on ACIC objectives.

Duties

- Participate in intelligence operations and investigations that seek to generate unique insights into TSOC threats, particularly through the targeted deployment of ACIC coercive powers and the identification, recruitment and management of human sources
- Contribute to complex intelligence projects relating to nationally significant crime, including providing input into intelligence strategies and thematic strategies
- Collaborate with stakeholders, including state and federal police and international law enforcement partners, to ensure optimal outcomes for ACIC intelligence operations
- Extract relevant information from intelligence operations and investigations to produce unique and impactful information and intelligence reports
- Undertake human source intelligence collection within the context of relevant legislative, policy and legal frameworks, including cultivation, recruitment, deployment and, where appropriate, aftercare
- Develop and maintain productive working relationships which enhance or leverage opportunities with Law Enforcement and National Intelligence Community partners, to ensure the ACIC is positioned to deliver intelligence insights and operational outcomes
- Understand and operate effectively within the context of relevant legislative, policy and legal frameworks, including relevant compliance activities
- Ability to operate autonomously guided by demonstrable risk management.

Our ideal candidate

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Maintains sound judgement to problem solve during complex operations in order to deliver operational outcomes.
- Provides leadership, people management and governance skills with a demonstrated ability to lead, supervise, motivate and develop teams and individuals within a multi-disciplinary environment.
- Builds and maintains relations with internal and external stakeholders, including the ability to liaise, collaborate and negotiate to achieve desired outcomes.
- Works within a fluid and responsive operational environment requiring the ability to be flexible, adaptable and able to exhibit sound judgement. This includes leading a workplace environment that provides opportunities for innovation and continuous improvement.

Eligibility

Essential Qualifications

- Ability to successfully complete the Criminal Intelligence Development Program
- As an employee in a designated high-risk role, complete an annual psychological assessment
- Highly developed oral and written communication skills, including the ability to develop and maintain collaborative and productive internal and external working relationships
- Proven ability to operate as part of a multi-disciplinary team in a dynamic, agile environment to drive intelligence outcomes

Desirable Qualifications

- Demonstrated experience in an intelligence or investigative role in either the National Intelligence Community, defence or law enforcement
- Demonstrated understanding of investigative and/or intelligence collection and analysis methodologies
- A demonstrated high-level understanding of serious and organised crime threats to Australian interests, with extensive experience leading and conducting complex and sensitive investigations and operations
- Demonstrated understanding of human source recruitment and management methodologies, including associated legal and regulatory frameworks
- Ability to successfully complete and maintain human source operations training
- An ability to obtain AFP special membership, including Use of Force, by virtue of being a current or former (within the past five years) sworn member of a State, Federal or International law enforcement agency.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
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To Apply

Position Contact	Duncan, 0409 049 526
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0747310

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 22 September 2024

Intelligence
Intelligence Operations North Operations

Job Title	Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$82,403 - \$101,745
Classification	APS Level 5;APS Level 6
Position Number	5532_08/24_IO
Agency Website	https://www.acic.gov.au/

Job Description

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

The ACIC are seeking to fill Intelligence Analyst positions at the APS5 and APS6 levels.

As an Intelligence Analyst, you will contribute to the planning, development and production of intelligence outcomes and outputs. Focused on the production of value-added intelligence product as a result of the collection, evaluation and analysis of information, Intelligence Analysts work closely with other intelligence professionals to drive operational activity and produce impactful insights to inform a range of partners on various aspects of transnational serious and organised crime impacting Australia.

Duties

APS5

- Develop and maintain an awareness of the contemporary criminal environment including new and emerging threats and nationally significant criminal activity to identify opportunities in line with agency and priorities, including targeting opportunities for law enforcement
- Utilise unique ACIC capabilities including human intelligence, coercive examinations and physical and technical surveillance, to collect mission critical intelligence and derive insights which assist partners to disrupt transnational serious and organised crime
- Support our intelligence operations by developing our national picture of crime, and contributing to the production of advice which directly informs government
- Identify key issues and produce high-level and concise intelligence assessments aimed at influencing senior decision makers

- Work across a variety of teams or thematic areas within the Intelligence Group including operations, intelligence assessments, cybercrime, serious financial crimes or data analytics.

APS6

- Conduct complex intelligence analysis across a range of data, information and intelligence sources using advanced knowledge of information technologies, data interrogation, research capabilities and threat assessment methodologies
- Plan work area collection and analysis activities using innovative and/or sensitive collection methodologies to ensure quality actionable intelligence is captured from industry partnerships, intelligence operations and investigations
- Maintain a thorough awareness of the contemporary criminal environment including new and emerging threats and nationally significant criminal activity to identify opportunities in line with agency and priorities, including targeting opportunities for law enforcement.

Our ideal candidate

To be successful in these roles, you will demonstrate the following experience, skills and attributes:

APS5

- Ability to develop a range of high-quality intelligence products that inform decision-making by internal and external stakeholders
- Demonstrated aptitude to develop knowledge of data interrogation, research capabilities and threat assessment methodologies, and the ability to undertake analysis
- Ability to solve complex problems, make assessments and derive unique insights
- Ability to develop sound analytic tradecraft, including the ability to conduct complex analysis, apply analytic tools and techniques
- Demonstrates a curious and inquisitive approach, with the ability to identify patterns, trends or insights from our intelligence operations and investigations
- Ability to develop and maintain awareness of the serious and organised crime environment to identify priorities, including new and emerging threats and nationally-significant criminal activity
- Ability to develop an understanding of relevant statutory, regulatory and policy frameworks for intelligence within a law enforcement environment
- Ability to develop and maintain productive relationships which promote information sharing and a common understanding
- Ability to cultivate inter-disciplinary and inter-agency liaison to maintain productive networks to influence information sharing, partnerships and common understanding, particularly with key analytical counterparts in the Five Eye Law Enforcement Group (FELEG) community.

APS6

- Ability to initiate the development of a range of high quality tactical, operational and strategic intelligence products and target packs to influence intelligence strategies and outputs for the ACIC and its partners
- High level of strategic thinking, through strategic intelligence assessments on the scope and evolution of serious and organised crime threats to Australia from both a technical and methodology perspective
- Ability to cultivate inter-disciplinary and inter-agency liaison to maintain productive networks to influence information sharing, partnerships and common understanding, particularly with key analytical counter parts in the Five Eye Law Enforcement Group (FELEG) community

- Proven experience supervising less experienced analysts and demonstrating a collegiate approach within the team that promotes a culture of flexibility and improvement
- Demonstrated in-depth knowledge and understanding of relevant statutory, regulatory and policy frameworks for intelligence within a law enforcement environment.

Eligibility

Essential qualifications APS5/6

- Ability to successfully complete the Intelligence Analyst Training Program on commencement.

Desirable qualifications APS6

- Minimum of 2+ years' experience in an intelligence role, preferably within the serious and organised crime environment.

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
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To Apply

Position Contact	Josh, 0400 868 259
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Attorney-General’s

Vacancy VN-0747295

Australian Federal Police

Closing Date:Thursday 12 September 2024

Job Title	Protection Operations Assessment Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$95,010 - \$102,927
Classification	APS Level 5
Position Number	13449
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13449/>

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Specialist Protective Command (SPC) is a hybrid (Specialised/Operational) Command within the AFP (Australian Federal Police) and is responsible for establishing national strategy, governance and capabilities whilst also delivering operational outputs within the ACT.

SPC Protection Assessment Team (PAT) appointees collect, collate, analyse and disseminate assessments to support SPC. This role is a Protection Operations Assessment Officer (POAO) within the PAT. The PAT collects and analyses information and intelligence pertaining to threats to Protection Interests (Designated Australian and foreign dignitaries, international protected persons, designated Commonwealth establishments and diplomatic/consular missions).

The POAO role is responsible for the collection, collation and evaluation of information in relation to the intent and capability of a variety of threat entities, with the information used to assess protective security risks, to inform the allocation of Protection resources.

*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 2017- 2020, 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.

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?

- Undertaking a range of tasks associated with the treatment of information, intelligence and evidence to support AFP operations and business activities;
- Planning, seeking, generating and disseminating tactical, operational and strategic assessments;
- Providing a security risk assessment capability for SPC and planned special events;
- Recording and maintaining operational information;

- Utilising AFP Information Systems to interrogate, input, collate and retrieve data;
- Maintaining currency in risk assessment concepts and methods through ongoing professional development and learning opportunities, both internal and external to the AFP.
- Assist team leaders in mentoring, supervising and prioritising tasks for team members.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 2 security clearance or the ability to obtain one.
- Knowledge of threat and risk assessment concepts and methods.
- An understanding of protective security principles and Australian government security policies.
- Effective written, oral and interpersonal skills with ability to produce high quality written work.
- Demonstrated ability to interrogate and manipulate information systems.

Desirable Requirements

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

- Resilience and the ability to adapt to change, in a fast paced environment.
- Personal drive and integrity

Notes

- This position is an AFP Band Level 5
- This role is located in Canberra and candidates are expected to be based in the ACT region.
- 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 2017- 2020, 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.
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQI community and people with a disability.

About the Australian Federal Police

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

To Apply

Position Contact	James Zsuzsa, (02) 5126 4267
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13449/

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Attorney-General's

Vacancy VN-0747312

Australian Federal Police

Closing Date:Thursday 12 September 2024

Eastern Command

Job Title	Property & Exhibits Team Member
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$69,224 - \$80,821
Classification	APS Level 4
Position Number	13461
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/13461/>

Did you know?

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

integrity, and community police services to the Community of the ACT.

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

What is the role?

The Command Corporate Services Unit (CCSU) encompasses diverse teams that provide critical corporate support services to all members within EC. The current teams within the branch are Human Resources, Finance and Commercial Services and Property and Exhibits (P&E).

The AFP are looking for a highly motivated, skilled, and enthusiastic Team Member to fill a current Band 3 vacancy within the P&E team, based in Sydney Headquarters (HQ), Surry Hills. The P&E Registry is involved with the maintenance of an evidence storage facility and the management of exhibits and property in accordance with AFP Legislative requirements.

The team is a high performing motivated team that provides support to AFP investigations by managing and administering exhibit lodgements in and out of the registry. The team focuses on the effective delivery of projects in line with policies, guidelines, and legislative frameworks. Candidates must possess strong communication skills, high levels of resilience and work seamlessly as a part of a team.

For more information on this role, please review the [candidate pack](#).

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?

Senior Team Member P&E Registry assists AFP business through the provision of a variety of support functions to operational tasks. This work may include:

- Undertaking a range of operational support tasks;
- Manual handling of exhibits contained within the storage and warehousing facilities;
- Utilising AFP systems to interrogate, input, collate and retrieve data;
- Making sound decisions and achieving outcomes;
- Maintaining currency in subject matter expertise through ongoing professional development and learning opportunities outside the formal education process;
- Ability and willingness to liaise and work flexibly across a number of functional portfolios when required;
- Provide training, support and induction to new members;
- Provision of advice to AFP investigators on property and exhibit processes to ensure quality and accuracy of AFP data systems and evidence management;
- Maintenance of currency and expertise in property and exhibit policies, guidelines and SOPs, including the handling of dangerous goods and hazardous material.

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

- There is a physical element to this role involving manual handling of a range of items including; bending, kneeling, and lifting within appropriate limits.
- Certification in First Aid, Handling Dangerous Goods and Hazardous Substances and Manual Handling, or the ability to gain certification.
- Current Drivers Licence/ Forklift Licence.
- Experience and knowledge of WHS requirements in a warehousing and storage environment.
- Prior experience in the handling and management of exhibits in a law enforcement or compliance environment.
- Ability to work physically in the building (limited work from home opportunities due to the nature of the work).

Notes

- This position is an AFP Band Level 3.
- Proof of a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used) will be required if an offer of employment is made.
- 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 LGBTIQI community and people with a disability.

About the Australian Federal Police

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To Apply

Position Contact	Michael Field, 02 5126 5444
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/13461/

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Attorney-General's

Vacancy VN-0747079

Australian Financial Security Authority

Closing Date:Friday 13 September 2024

Technology Services
Infrastructure Services Data Centre & Network

Job Title	Network Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$111,949 - \$131,782
Classification	Executive Level 1
Position Number	31656
Agency Website	

Job Description

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

This position provides network capabilities to AFSA through management and maintenance of AFSA's Network and cloud infrastructure solutions in line with best practice and established policies to support the achievement of organisational objectives and strategic plans

Duties

- Design, document, configure, and install network related systems for both on-premises and cloud-based Systems, monitoring requirements and thresholds as well as corrective actions and reporting health and performance. Perform management and monitoring as well as analysis, development, and evaluation of Network related systems for AFSA
- Manage, document, configure, and monitor AFSA's network monitoring systems ensuring Network related systems are healthy and report on any issues
- Ensure that Network systems risks are proactively identified and managed. Develop and implement robust measures to mitigate issues
- Manage and configure MS Azure cloud-based systems including MS cloud-based servers, Microsoft teams' telephony, cloud-based firewalls, and associated links
- Interact with vendors in relation to incidents, problems, solutions, and ongoing support arrangements when necessary
- Understanding and advising on performance parameters, tuning, and monitoring of the network
- Support the delivery of enterprise technical solutions for projects and business as usual requirements
- Contribute to the development of continuous improvement of processes and practices to ensure agency objectives are achieved.

All duties will be performed in accordance with:

- The APS Values, Code of Conduct and Employment Principles
- WHS obligations, taking responsibility for own health and safety and that of others
- AFSA's risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Eligibility

- Tertiary qualifications in Information Technology or relevant industry experience
- 5+ years in a network engineer role, deploying and managing network environments, or 5+ years as a senior network administrator role
- Certifications in cloud computing (Cisco, F5, Aruba wireless, firewall and Microsoft are highly desirable).

Please note that this opportunity is open only to Australian Citizens.

The successful applicant must have or be willing to undergo and maintain a security clearance to the level of **Negative Vetting 1** 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.

Notes

The closing date for this position is **11:59PM AEST, Friday 13 September 2024**.

Applications for this vacancy are submitted online through the [AFSA Careers Portal](#).

If accessing the AFSA careers portal for the first time you will need to register. You will receive a confirmation email with a link to confirm your registration. Make sure to check your Junk folder if you don't see this email in your Inbox. Please note that the registration process only needs to be completed one.

Once you have confirmed your registration, to complete your application, you need to:

- Click the 'Apply' button below which will open the AFSA careers portal
- Provide evidence in the education/qualifications section of your application, if applicable
- Complete a short questionnaire (mandatory)
- Attach your resume and statement of claims (cover letter 1-page) addressing the skills and capabilities and required qualifications, accreditations, and experience outlined in the position description (mandatory)
- Provide the full name, employer, and contact details of at least two referees, one of which must be your current or most recent manager
- Ensure that all mandatory fields (marked with a red banner) are completed
- Applicants who fail to provide the above requested information, will not be assessed by the selection panel.

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

About the Australian Financial Security Authority

To Apply

Position Contact	Paul Quirk, paul.quirk@afsa.gov.au
Agency Recruitment Site	https://www.afsa.gov.au/about-us/afsa-careers

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Attorney-General’s

Vacancy VN-0747345

Australian Human Rights Commission

Closing Date:Monday 16 September 2024

Policy
Partnerships and Projects

Job Title	Senior Director, Human Rights Education, Partnerships and Projects
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	-
Classification	Executive Level 2
Position Number	1172
Agency Website	

Job Description <https://humanrights.gov.au/about/jobs/job-details?jobId=306&jobTitle=Senior%20Director%20%E2%80%93%20Human%20Rights%20Education%20Partnerships%20and%20Projects>

Australian Human Rights Commission - Senior Director – Human Rights Education, Projects and Partnerships
Sydney NSW

Join Us in Shaping Australia’s Future:

The Australian Human Rights Commission is seeking a **Senior Director – Human Rights Education, Partnerships and Projects** on a full time – ongoing basis. Ideally located in Sydney, NSW - Other locations will be considered. Offering a competitive negotiable EL2 base salary with additional 15.4% superannuation.

About Us

At the Australian Human Rights Commission, we are at the forefront of advancing human rights across the nation. Our mission is to build an Australian society where every person is free and equal in dignity and rights. We achieve this by advising governments, influencing policy, engaging with communities, and raising awareness. We are committed to fostering a culture of respect and inclusivity for all.

We value inclusivity and diversity within our leadership team 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, from marginalised communities, carers, LGBTIQ+ people and people living with disability.

About the Policy Section

The Policy Section supports our President and seven statutory Commissioners (race, age, sex, disability discrimination; children; Aboriginal and Torres Strait Islander social justice and human rights) to promote awareness and understanding of human rights, conduct research and advocacy, and make recommendations to government to fully implement Australia's human rights obligations. The Policy section also leads the Commission's work on community and NGO engagement, human rights education, international engagement (through technical cooperation programs, engagement with other national human rights institutions and United Nations engagement) and partnerships with key government, industry and civil society organisations.

Duties

The Role

Reporting to the Chief Executive, and as a key member of the Senior Leadership Team, the role requires high-level leadership and representational skills and substantial management experience with an ability to develop new partnerships/alliances and identify new human rights policy project funding.

Key Priorities in the role

What You'll Do:

- **International Partnerships:** Lead the development and management of international partnerships across the Asia-Pacific region for the delivery of international cooperation activities, through collaboration activities across the Commission.
- **Partnerships and projects - identification, assessment, oversight and reporting:** Provide strategic advice to the Commission Executive on potential projects and partnerships in alignment with the Commission Strategy and Workplan, including their corresponding resourcing models. Lead the development and sustainment of relationships with government, the private sector and civil society to effectively position the Commission to identify opportunities and maintain strategic alliances.
- **Workplace Community Education:** Lead business development opportunities to enhance outreach and expansion of the Commission's training and education programs. Oversee the Commission's Workplace & Community Education function (external fee-for-service) to promote and develop opportunities for human rights education and training programs.
- **Strategic Advice & Leadership:** As part of the Commission's Senior Leadership Team, provide strategic leadership on Commission wide partnerships, external projects and initiatives. Lead high performing teams of multi-disciplinary professionals across all facets of human rights. Lead the design and implementation of a Project/Program Management Framework that provides visibility of the Project Portfolio ensuring leading practice in project/program management is incorporated into all Commission Projects and Partnerships.

What we're looking for:

Expertise: Demonstrated expertise in international and domestic human rights law and policy, project management, external engagement, and capacity to show strategic leadership and provision of high-level advice.

Initiative: Demonstrated capacity for setting strategic direction, achieving outcomes, and developing capability in a human rights policy or similar context. Demonstrated proficiency in developing international, national or state policy, providing complex policy advice and delivering results on multiple large-scale projects with competing timelines.

Communication Skills: Exceptional communication skills including a demonstrated ability to communicate confidently, persuasively, sensitively and articulately, on matters relevant to the delivery of the Commission's identified strategic priorities in a range of different settings and with varied stakeholders. Exceptional relationship management skills, with a capacity to ensure that various stakeholder interests, internationally and domestically, are recognised and managed positively and professionally.

Commitment: Dedication to delivering high-level comprehensive leadership, representation and management skills in a complex, sensitive and fast-moving environments, including leading teams, managing organisational risk, supporting senior leaders and/or statutory office holders, compliance with regulatory and reporting requirements and budget management.

Eligibility

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position, 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 about the role, please refer to the [position description](#).

Applications close: Monday, 16 September 2024

Notes

This role is available on a full-time basis and may be filled on a non-ongoing or ongoing basis. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing and non-ongoing vacancies in the Commission where the duties are of a similar nature.

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.

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

Notes

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

About the Australian Human Rights Commission

To Apply

Position Contact	Adrijana Palmer, 02 9284 9600
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/job-details?jobId=306&jobTitle=Senior%20Director%20%E2%8C

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Defence

Vacancy VN-0746702

Department of Defence

Closing Date:Sunday 15 September 2024

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Fundamental Input to Capability (FIC) Officer
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/05871/24
Agency Website	

Duties

The Role

The Army UAS Acquisition Project Office (AUAS APO) Fundamental Input to Capability (FIC) Officer will be accountable for performing and achieving complex FIC coordination and management activities within an integrated workforce. They are accountable to have and maintain a well-developed understanding of relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

The FIC Officer will work within a relatively small integrated APS, ADF and Contractor team, with levels of autonomy and accountability for the achievement of their work. They will be one of the FIC subject matter experts within AUAS APO, and will perform various Acquisition and Introduction into Service FIC coordination and management activities, ensuring the delivery of safe and effective un-crewed systems capability for Army Aviation. They may be accountable for setting work priorities, as well as allocating work and managing team workflows and performance.

Routine duties will include:

- Effective management of the nine FIC elements (Personnel, Organisation, Collective Training, Facilities and Training Areas, Supplies, Major Systems, Command and Management and Support, Industry), including specific advice on FIC issues that will enable the successful delivery of AUAS APO projects;
- Effective stakeholder engagement between the project offices, Army Aviation Command and other external stakeholders;
- Collaboration with and clear communication of FIC risks, issues and opportunities to AUAS APO project and program managers;
- Development of AUAS APO project Transition Plans;
- Contribution to effective contract management of the AUAS APO contracts;
- Development and delivery of training artefacts for AUAS APO projects;
- Development and delivery of supply artefacts for AUAS APO projects; and
- Development and integration of FIC elements into AUAS APO project schedules.

The FIC Officer will have a considerable level of stakeholder engagement and will liaise with both internal and external stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve project outcomes and deliver capability.

About our Team

The Cargo Helicopter and Uncrewed Surveillance Program Office (CHUSPO) delivers through-life support for the CH-47F Chinook and Army Aviation System Branch supported fleets of Uncrewed Aerial Systems (UAS). The Program Office is made up of the Cargo Helicopter Management Unit (CHMU), the Uncrewed Aerial Systems Management Unit (UASMU), the Engineering Management Unit (EMU), the Army Uncrewed Aerial Systems Acquisition Project Office (AUAS APO) and the Business Management Unit (BMU).

AUAS APO is the primary acquisition agency supporting Army's UAS capability requirements. We manage and deliver the acquisition of a range of UAS, including operator and aircrew UAS training systems for Army, and work with industry to understand the latest developments in UAS technology and applications.

Our Ideal Candidate

As a member of the Army UAS Acquisition Project Office, you will be able to:

- Show initiative and be willing to learn;
- Provide advice in relation to FIC elements;

- Work with broad supervision to identify issues and solve problems;
- Demonstrate effective communication communicate effectively with internal and external stakeholders;
- Demonstrate an ability to identify, anticipate and respond to internal and external stakeholders’ needs and expectations to achieve organisational outcomes;
- Demonstrate strong written, interpersonal and verbal communications skills to communicate FIC requirements through detailed written documents or oral presentations;
- Utilise Defence processes and procedures to contribute to the development, coordination and management of FIC Support Concepts, Analyses and Plans;
- Build and sustain positive relationships with team members, and actively participate in team work;
- Manage workflows, resources, work area plans detailing measurable milestones and expected outcomes; and
- Liaise and maintain productive relationships with internal and external FIC stakeholders.

Eligibility

Security Clearance
Applicants must be able to obtain and maintain a security clearance of 'Baseline'.

Notes

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

About the Department of Defence

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

To Apply

Position Contact	John Harris, 02 6246 8214
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=559C014F-8629-2379-D6B7-DB06135B4D29

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Defence

Vacancy VN-0746729

Department of Defence

Closing Date: Sunday 15 September 2024

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Systems

Job Title	Deputy Project Manager Controls
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	NSSG/07108/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=A9B03157-4BB9-946A-ABE4-DB064C2BDDC7>

Duties

The Role
The newly established General Purpose Frigate Branch, within the Naval Shipbuilding & Sustainment Group (NSSG) is seeking an experienced and passionate APS 6 Deputy Project Manager who will:

- Provide operational support to project management and facilitate administrative and coordination requirements.
- Research, draft and prepare briefs, complex correspondence and reports including submissions for committee consideration.
- Provide support in the preparation of tender documentation and completion of tender process from RFT through to contract execution.
- Work collaboratively, operate as an effective team member and provide constructive feedback.
- Be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.
- Resolve problems using expertise, taking the initiative to identify alternative courses of action.

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

About our Team

The SEA3000 General Purpose Frigate Branch operates within the Naval Shipbuilding and Sustainment Group, as a part of the Major Surface Combatants & Combat Systems Division. The Branch has been established to deliver up to eleven (11) General Purpose Frigate vessels, and is at the forefront of ADF Maritime capability delivery.

We are dedicated to providing our staff with a healthy work-life environment, and support flexible working arrangements that may be tailored to meet individual needs. We are committed to ongoing learning, and will invest in your training, development and targeted experiences to ensure your work with us is deeply rewarding, both personally and professionally.

The General Purpose Frigate Project aims to create a workplace culture that is inclusive and diverse, reflecting contemporary workplace practices.

Our Ideal Candidate

To be successful in this role, you will need to demonstrate an ability to apply project management methodologies to comply with legislative, policy and regulatory frameworks. You will be relied upon to research; draft briefs, correspondence and reports; and resolve problems using expertise, taking the initiative to identify alternative courses of action. Strong communication, interpersonal skills and the ability to drive performance through collaborative relationships and strategic planning is essential.

The right person for this role will have:

- Well-developed skills and demonstrated experience in project management.
- The capacity to think strategically and develop plans and processes to enhance the achievement of business outcomes.
- Excellent communication and stakeholder engagement skills.
- High-level organisational skills, self-drive and initiative with the ability to influence others to achieve tasks and business objectives.
- Procurement and ASDEFCON practical experience is desirable.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'.

Notes

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

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To Apply

Position Contact	Marcus Johnson, 02 5108 7409
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A9B03157-4BB9-946A-ABE4-DB064C2BDDC7

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Defence

Vacancy VN-0746736

Department of Defence

Closing Date: Sunday 15 September 2024

Associate Secretary Group
Office of Associate Secretary

Job Title	Finance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	ASG/07104/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=EE734D1A-232C-219D-B96B-DB064CB09F4B>

Duties

The Role

The Finance team sits within the Corporate Governance Team in the Royal Commission Reform Taskforce.

The APS 6 Finance Officer is responsible for:

- Taskforce budget including updating the forecast and providing advice on variance reporting.
- Financial reporting and analysis.
- Raising and management of Purchase Orders.
- Monthly accruals.

- Invoicing, payments and reconciliation.
- Compliance advice and reporting.
- Financial and Travel advice.

About our Team

The Royal Commission Reform Taskforce was established July 2021. The Royal Commission is due to submit its Final Report to Government in September 2024 and the Royal Commission Reform Taskforce will shift its focus toward coordinating the implementation of Government agreed recommendations.

The position advertised will be in the Royal Commission Reform Taskforce and will support the implementation of the Reform Program.

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- Work well under pressure; respond positively and with flexibility to emerging priorities.
- Exceptional results orientation, resilience and a positive approach to issues resolution.
- Excellent interpersonal and analytical skills.
- Be able to communicate effectively both verbally and in writing.
- Have well developed strategic thinking skills.
- Ability to operate effectively within and deliver high quality outcomes in a fast-paced environment with competing priorities.
- Experience in financial analysis.
- Strong people management skills, both in leading a team and in liaising with stakeholders.
- Strong technical and organisational skills.
- Strong initiative and sound judgement with a commitment to continuous improvement.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'.

Notes

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

About the Department of Defence

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To Apply

Position Contact	rcreform-tf.corporategovernance@defence.gov.au, rcreform-tf.corporategovernance
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EE734D1A-232C-219D-B96B-DB064CB09F4B

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Defence

Vacancy VN-0746743

Department of Defence

Closing Date: Sunday 15 September 2024

Associate Secretary Group
Defence Legal

Job Title	Deputy General Counsel - (Legal 2)
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$153,953 - \$161,522
Classification	Executive Level 2
Position Number	ASG/06153/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=B156E2CB-2322-5B72-2691-DB064D338F87>

Duties

The Role
Within the Legal function, an EL 2 Legal Deputy General Counsel works with considerable independence accountable to perform and achieve very complex legal work within an integrated workforce. They will require extensive knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policies requirements.

An EL 2 Legal Deputy will exercise a significant degree of independence and perform an important leadership role. They will be responsible for influencing and developing strategies, policies, priorities and operational practices in support of Defence objectives based on high level decision making and judgement. They will provide strategic advice to senior management and stakeholders as well as leading and assuming accountability for very complex work, sensitive projects or work programs that have strategic, political or operational significance.

An EL 2 Legal Deputy is accountable to lead a work team or teams, plan, manage a range of human and physical resources, and exercise the associated people and financial responsibilities. They will provide strategic direction to the work unit, including developing business plans, strategies and priorities and monitor work flow and performance. They are accountable for developing, coaching and reviewing individual, team and business performance, and will identify opportunities for building team capability and continuous improvement. They will set work aligned with strategic objectives and communicate expected outcomes.

An EL 2 Legal Deputy will have extensive knowledge relating to the methodology, systems and procedures within the legal function and have the ability to translate this into strategy. They will provide a strategic level of specialist, professional and technical expertise, potentially relating to the work of different function. They will initiate, establish and maintain strong relationships with a network of stakeholders internally and externally and will have the ability to recognise shared agendas and work toward mutually beneficial outcomes.

This position 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.

The role of EL 2 Deputy General Counsel involves management and supervision of complex legal matters and litigation. In order to be successful in the role, candidates will be required to have extensive knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policies requirements. In this role, you will be managing a multitude of claims against the Commonwealth, including but not limited to, AHRC complaints, inquiries, contractual disputes, commercial claims, personal injury claims, judicial review challenges, debt recovery actions and compensation claims. You will also be required to manage Defence's involvement in Coronial Inquests, Comcare WHS actions, administrative law challenges and judicial review of decisions. As such, ideal candidates will be senior legal practitioners who are experienced in a number of these practice areas and able to work largely autonomously.

This role will require supervising a large and diverse team of legal officers and paralegals so previous or current supervisory experience is ideal.

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

About our Team

Defence Legal is a culturally diverse and inclusive organisation. It is a critical enabler that provides legal services to the Department of Defence, including the Australian Defence Force. The legal services provided by Defence Legal cut across broad ranging issues that contribute to the capability of Defence achieving its mission to defend Australia and its national interests in order to advance Australia's security and prosperity. General Counsel - Dispute Resolution and Litigation (GC-DR&L), within Defence Legal, provides strategic legal advice on all litigation and dispute resolution, on behalf of Defence. GC-DR&L is an integrated team of APS lawyers, paralegals, contracted lawyers and administrative staff. The team works on significant litigation matters and regularly works to Court deadlines. Some of the main streams of work in GC-DR&L are:

- Managing claims against the Commonwealth including inquests, contractual disputes, commercial claims, personal injury claims, work health and safety matters (including prosecutions), judicial review challenges, debt recovery actions and compensation claims.
- Responding to court orders such as subpoenas and summonses, legislative requests and police requests and search warrants.
- Managing common law compensation claims relating to alleged historic abuse.
- Managing litigated and non-litigated claims relating to Defence's historic use of aqueous film forming foam containing per- and poly-fluoroalkyl substances.

Our Ideal Candidate

- Accountable for providing leadership and direction to ensure a high-level of integration and consistency across the Defence legal function.
- Accountable for managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Accountable for managing allocated resources and workflows, setting work area priorities and timelines, and delivering business outcomes.
- Accountable for quality of work produced by the team and provide legal sign-off or clearance.
- Direct, perform and support legal activities and tasks, ensuring compliance with Defence governance requirements, on matters within their area of responsibility.
- Promote and develop strategic thinking in support of senior legal executives and whole of government outcomes.
- Identify and integrate strategic input in the development of policy and doctrine affecting the Defence organisation.
- Draw upon developed knowledge base to provide high-level representation and present at various internal and external forums.

- Communicate and influence in a clear, concise and articulate manner, both in writing and orally.
- Engage and work collaboratively with stakeholders and negotiate in a persuasive manner to achieve business outcomes.
- Assess opportunities for, and display a high-level of judgement in, the proactive resolution of issues.
- Analyse very complex issues, applying legal expertise to identify, design and propose solutions.
- Apply expertise in the preparation and review of legally related doctrine, documents, advice, briefs, correspondence and talking points, including matters of a sensitive nature.

Eligibility

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

Mandatory Qualifications

- Hold a relevant degree in law (or equivalent qualification);
- Hold a graduate diploma in legal practice (or equivalent);
- Be admitted as a lawyer, legal practitioner, barrister, solicitor or barrister and solicitor of the High Court or Supreme Court of an Australian State or Territory; and
- Be eligible to hold and maintain a practising certificate in the jurisdiction in which they practice.

Notes

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

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To Apply

Position Contact	Michael Lysewycz, 02 6203 6946
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B156E2CB-2322-5B72-2691-DB064D338F87

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

Vacancy VN-0746812

Department of Defence

Closing Date: Sunday 15 September 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Engineering Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	NSSG/06645/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=9D91E5BD-FC5E-A572-C2F1-DB0687B4731C>

Duties

The Role

The role of Engineering Officer is within the Maritime Cross-Platform Systems Program Office (CPSPO) Engineering function and is accountable under the direction of the MCPSPPO Principal Engineer.

Within the role, you will perform complex work within the MCPSPPO Engineering Systems Management team, whilst assisting other Naval Shipbuilding and Sustainment Group (NSSG) System Program Offices and industry to meet capability requirements related to Platform & Auxiliary systems and products.

The successful candidate will have technical experience in an Engineering discipline, preferably Mechanical Engineering, or a Maintenance related field, understand the Defence maritime domain and have well-developed analytical skills, including knowledge of Systems Engineering practices and principles.

The Engineering Officer role will draw upon knowledge of the Platform & Auxiliary (Mechanical) field to apply focused subject matter knowledge in a relevant domain and function, ensuring technical compliance and integrity. The successful candidate will:

- Be accountable for exercising assigned technical authorities and any Navy Seaworthiness delegations.
- Plan and deliver critical complex technical activities within a specialist field and provide advice working to agreed priorities and outcomes.
- Apply technical knowledge and experience to identify risks and uncertainties and take these into account in planning, decision making and priority setting.
- Formulate processes to develop advancements to established technical code of practices, techniques, methods and regulations.
- Build and sustain positive relationships with team members, and actively participate in team work.

- Tailor communication style and language to communicate effectively with internal and external stakeholders.
- Assess technical packages including scoping, planning and reviewing of packages and provide recommendations for consideration.
- Evaluate and ensure that the delivered capability meets requirements and legislative, policy and regulatory frameworks, and implement actions.
- Evaluate technical activities to understand critical factors for success and engage in continuous improvement and innovation.
- Ensure safety aspects of Defence capability are considered and incorporated into technical activities.

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

About our Team

The Maritime Cross Platform Systems Program Office (MCPSPPO), within the Maritime Systems Division, is the lead agency for delivery of cross-class sustainment services and advice across the maritime environment.

MCPSPPO sustains and manages a range of complex military systems and supplies, through an extensive network of industry partners, domestic and off-shore. Our operating environment is complex and challenging, and requires exceptional contract and relationship management skills. MCPSPPO is comprised of three functions, including Commercial, Sustainment and Engineering cells.

The teams work in a complex, fast paced environment as part of a diverse and inclusive Branch environment that encompasses a variety of knowledge, skills and experience within a supportive hierarchy.

You will be working with talented colleagues, who will provide you with guidance and support to ensure that you have everything you need to succeed. MCPSPPO supports career development through encouraging employees to build both leadership and technical skills and harnesses continuous improvement ideas and innovations.

Our Ideal Candidate

You will be a team player with well-developed communication and stakeholder management skills. Within this position we are looking for someone who genuinely fosters a curiosity for innovative possibilities and an enthusiasm to learn.

- Need to display an ability to learn rapidly and adapt quickly to changing complex situations and uncertainty, and take ownership of outcomes, and lead tasks to success.
- Possess excellent interpersonal, negotiation and verbal communication skills and will be required to regularly liaise and coordinate with a broad range of stakeholders, including contractors, APS and ADF members.
- Highly developed written communication skills will be required to review and prepare documentation. This is a desk based position involving computer use and working with others towards shared goals in a collaborative team environment.

The successful candidate will demonstrate:

- Sound knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.
- Ability to exercise initiative and judgement in the interpretation of policy and in the application of practices and procedures.
- Accountability for accurate completion of work within timeframes.
- Stakeholder engagement skills that enable effective communication with those from a diverse range of backgrounds.
- Strong communication skills, including the ability to write clear and concise correspondence, briefs and reports.
- Knowledge of, or the ability to quickly learn and understand the sustainment environment, and Integrated Logistics Systems (ILS) practices within the domain.
- Ability to work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work.
- A growth mindset, with a willingness to learn and contribute to a successful team environment.
- Accountability to contribute towards ongoing self-improvement and professional development.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Baseline'.

Mandatory Qualifications

A Bachelor's Degree in Engineering (any discipline) from an Australian Institution or equivalent that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer. A member, or ability to become a member, of a relevant professional Engineering organisation.

Notes

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

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To Apply

Position Contact	Aditya Hatle, 02 8440 4256
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9D91E5BD-FC5E-A572-C2F1-DB0687B4731C

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Defence

Vacancy VN-0746852

Department of Defence

Closing Date:Sunday 15 September 2024

Defence People Group
Australian Defence College

Job Title	Manager, Social Mastery Education & Training Design
Job Type	Full-Time, Ongoing
Location	Weston Creek ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	DPG/07060/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=39D38A43-8C48-775A-54C1-DB068986044E>

Duties

The Role
The Centre for Defence Leadership and Ethics (CDLE) is to establish a system to design and develop Social Mastery (SM) education and training (E&T) of military and civilian Defence personnel. This position is new, so its duties will evolve. The person in this position will:

- Work in an integrated team of Australian Defence Force (ADF) military members and Australian Public Service (APS) civilian employees;
- Work closely with the RAN, Army, RAAF, and other Defence Groups;
- Contribute to the development and maintenance of an ADF SM E&T implementation architecture;
- Manage assigned aspects of the design and development of common SM E&T continua and/or curricula (for the Services and Groups to deliver in their context);

- Support meetings of Defence SM E&T forums, working groups, and committees; and
- Appropriately manage assigned ADF and APS staff.

This is a unique opportunity to contribute to achieving whole-of-enterprise consistency of SM E&T which is delivered through a decentralized model by Defence training branches and establishments.

About our Team

The Australian Defence College's (ADC) Centre for Defence Leadership and Ethics (CDLE) leads in the professional military education of 'Social Mastery' for military and civilian personnel in the Australian Defence Organisation (Defence) - comprising the Australian Defence Force and the Department of Defence.

CDLE defines, delivers and assures the quality of Defence's Social Mastery learning across the fields of command and leadership, military ethics, character, and cultural intelligence. CDLE's role is grounded in robust research, real-world experience, academic expertise, and enterprise-wide engagement. We enable the practical application of Social Mastery learning across Defence, drawing on a joint, all-ranks perspective, reinforced through real life case studies, deep personal experience, and world-leading research.

We are a united team who values robust debate and critical analysis, underpinned by a deep respect for the achievements, experience, and expertise of our colleagues.

Our Ideal Candidate

The ideal candidate will be:

- An E&T professional, experienced in the design and development of large organisation-wide/industry-wide adult E&T continua and curricula.
- Adept at collaborating across a large and complex organisation comprising many perspectives, and constructively resolving uncertainty or disagreement.
- Comfortable working to achieve Defence's mission and being informed of the sometimes confronting nature of Defence's operations and activities.
- Willing and able to work cooperatively in CDLE's integrated ADF and APS workforce, and positively manage assigned ADF and APS staff.
- Able to contribute to CDLE's mission with enthusiasm, proactivity, and ingenuity.
- Preferably, experienced working in, or closely with, the military and experienced in implementing the Systems Approach to Defence Learning (or similar system).

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Colonel Andrew Wyman, 02 5130 2560
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=39D38A43-8C48-775A-54C1-DB068986044E

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Defence

Vacancy VN-0746860

Department of Defence

Closing Date: Sunday 15 September 2024

Defence People Group
Australian Defence College

Job Title	Deputy Director Social Mastery Assurance and Evaluation
Job Type	Full-Time, Ongoing
Location	Weston Creek ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	DPG/07065/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3854C8B6-47E8-C4AC-A3B1-DB068ABA4044>

Duties

The Role

CDLE will establish a system to assure and evaluate Defence's Social Mastery education, training, and development of military and civilian personnel. This position is new, so its duties will evolve. The person in this position will:

- Work in an integrated team of ADF members and Australian Public Service (APS) employees;
- Work closely with the RAN, Army, RAAF, and other Defence Groups;
- Design, develop, and maintain the assurance and evaluation system;
- Ascertain appropriate tools and information sources;
- Manage the conduct of assurance and evaluation activities and preparation of reports; and
- Appropriately manage assigned ADF and APS staff.

The system will cover one of the most complex organisations in Australia, and have potentially far-reaching impacts on the quality of the Nation's defence.

This is a unique opportunity to design and develop a whole-of-enterprise system from the “ground up”, to manage its implementation, and guide its maturity.

About our Team

The Australian Defence College's (ADC) Centre for Defence Leadership and Ethics (CDLE) leads in the professional military education of ‘Social Mastery’ for military and civilian personnel in the Australian Defence Organisation (Defence) - comprising the Australian Defence Force and the Department of Defence.

CDLE defines, delivers and assures the quality of Defence's Social Mastery learning across the fields of command and leadership, military ethics, character, and cultural intelligence. CDLE's role is grounded in robust research, real-world experience, academic expertise, and enterprise-wide engagement. We enable the practical application of Social Mastery learning across Defence, drawing on a joint, all-ranks perspective, reinforced through real life case studies, deep personal experience, and world-leading research.

We are a united team who values robust debate and critical analysis, underpinned by a deep respect for the achievements, experience, and expertise of our colleagues.

Our Ideal Candidate

The ideal candidate will be:

- A training and development professional, experienced in the design, implementation, and management of learning and development assurance and evaluation systems, particularly levels three and four of Kirkpatrick's Evaluation model.
- Well experienced in leading and managing people development projects, and writing quality reports to senior executives.
- Adept at collaborating across a large and complex organisation comprising many perspectives, and constructively resolving uncertainty or disagreement.
- Comfortable working to achieve Defence's mission and being informed of the sometimes confronting nature of Defence's operations and activities.
- Willing and able to work cooperatively in CDLE's integrated ADF and APS workforce, and positively manage assigned ADF and APS staff.
- Able to contribute to CDLE's mission with enthusiasm, proactivity, and ingenuity.
- Preferably, experienced working in, or closely with, the military and experienced in implementing the Systems Approach to Defence Learning (or similar system).

Eligibility

Notes

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To Apply

Position Contact	Colonel Andrew Wyman, 02 5130 2560
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3854C8B6-47E8-C4AC-A3B1-DB068ABA4044

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Defence

Vacancy VN-0746897

Department of Defence

Closing Date: Sunday 15 September 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Work Health & Safety (WHS) Assurance Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	NSSG/07171/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B86D8B37-1CE5-D539-7D27-DB06C22BCB40>

Duties

The Role

- Plan and conduct Work Health Safety and Environmental (WHSE) assurance activities in Maritime Sustainment Division (MSD) business units, Regional Maintenance Centre's and develop required reports.
- Analyse complex to very complex Work Health & Safety (WHS) issues, applying expertise to identify and recommend courses of action.
- Keep updated and apply relevant WHSE legislation and Defence policies and procedures.
- Provide Subject Matter Expert (SME) support to stakeholders to conduct in-contract audits on industry partners.
- Provide advice, collaborate and communicate with stakeholders on complex to very complex and sensitive WHS issues.
- Build productive working relationships with stakeholders to inform decision-making and ensure alignment with broader Defence objectives.
- Assess and evaluate WHS strategy, initiatives, projects, policy and procedures.
- Develop and maintain the currency of audit tools and action registers to maintain compliance.
- Develop and implement strategies to mitigate risk and enhance workplace safety.
- Prepare briefs and preparation of assurance data as required.

About our Team

The Maritime Work Health Safety and Environment team is part of the Maritime Sustainment Division and works across a range of specialisations including work health and safety, assurance, and environment.

Maritime Work Health Safety and Environment is accountable for developing and sustaining Maritime Sustainment Division's Safety and Environment Management Systems, and assuring Maritime Sustainment Division senior leadership that these systems are effectively implemented and maintained.

Maritime WHSE Directorate is led by an EL 2 and is part of the Maritime Support Branch. The Assurance Management team is led by an EL 1, with support from two APS 6.

Our Ideal Candidate

Our ideal candidate is someone who has a keen professional interest in WHS, who has achieved professional qualifications/accreditations in WHS and who works collaboratively to pursue best practice.

They must exhibit a desire to be innovative and adaptive. Excellent interpersonal, negotiation and verbal communication skills will be required to regularly liaise and coordinate with a broad range of Commonwealth and Industry stakeholders.

Highly developed written communication skills will be required to review and prepare WHS documentation. We are looking for someone with initiative, strong organisational skills and the ability to respond appropriately to pressures and changing priorities across multiple functional areas.

We are looking for people that can:

- Accurately complete WHS work within timeframe and quality requirements.
- Research and analyse activities to identify and address WHS risks.
- Communicate effectively.
- Work and lead as part of a team.
- Prioritise effectively.
- Show resilience and flexibility.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'.

Notes

This vacancy has been nominated for filling within the Agency's Apprenticeship program. An Apprenticeship program is designed to provide participants with the opportunity to undertake a vocational level qualification whilst gaining on-the-job training to learn new skills. Apprentices experience structured development, mentoring and on-the-job support and may be offered a permanent placement on completion of the program.

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To Apply

Position Contact	Nicholas Street, 02 8440 0440
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B86D8B37-1CE5-D539-7D27-DB06C22BCB40

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Defence

Vacancy VN-0746904

Department of Defence

Closing Date: Sunday 15 September 2024

Guided Weapons and Explosive Ordnance
GWEO Systems

Job Title	ILS Practitioner Acquisition & Sustainment
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Penrith NSW
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	GWEO/06543/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=63F15ECE-37BF-90EE-4925-DB06C34626AE>

Duties

The Role

As an APS 6 Integrated Logistics Officer, you will be part of an integrated team of Logistics Specialists to deliver complex logistics systems and inventory management work within an integrated workforce. You will provide reliable professional advice and outcomes, utilising outstanding stakeholder management skills and expertise to ensure the fundamental logistic information and policy is developed to meet capability requirements. These capability requirements require operating across a broad range of ILS disciplines, including but not limited to Sustainment, Acquisition, Procurement, Maintenance, Reliability and Maintainability, Configuration Management, Reporting and Supply Support for capabilities. We are seeking applications to fill vacancies located at Brindabella Park, Canberra and Penrith Sydney.

Every day will be different as you embrace opportunities to:

- Provide integrated logistic support for a range of guided weapons and munitions.
- Exercise sound initiative and judgment in applying appropriate practices and procedures.
- Prepare or provide input to relevant briefs and reports.
- Secure your next role with us at Defence as an APS employee with generous employment benefits including professional learning opportunities.
- Build and sustain relationships with stakeholders to understand their expectations and concerns to meet business objectives.

Note: This position will be required to access US export controlled materiel and therefore applicants will be requested to disclose any dual citizenship with another country as well as country of birth during the recruitment process. Candidates may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR).

About our Team

MEOSPO is an integral part of Explosive Materiel Branch (EMB) which is part of Guided Weapons & Explosive Ordnance Systems Division. Our team is made up of various disciplines (including engineering, project management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Brisbane, Melbourne and HMAS Stirling. Our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force. Explosive Materiel Branch is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one which directly reflects the needs and scope of Defence's varied operational requirements.

EMB comprises approximately 560 dedicated employees performing requirements setting; contracting; procurement; international logistics; domestic manufacturing; item management and maintenance, and co-ordination of disposal activities. EMB partners with domestic and international industry to deliver materiel capability to Defence, managing a multi-billion dollar portfolio of complex, high-profile acquisitions and sustainment activities to support the ADF. Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration. In EMB, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

- 15.4% superannuation.
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study.
- Additional leave days between Christmas and New Year.
- Focus on work/life balance.
- Salary sacrifice opportunities.

Our Ideal Candidate

Our Ideal candidate will possess the following skills and capabilities:

- Our ideal candidate would have a strong commitment to working with a team and a broad range of stakeholders to meet our legal and other regulatory requirements in the acquisition and sustainment of Explosive Ordnance (EO).
- The right person for this role will be an individual who can work under broad direction and in accordance with established priorities, principles, methodologies and work practices.
- You need to collaborate effectively in a logistics team, as well as optimising internal and external stakeholder relationships, in order to develop and maintain a detailed and logical plan to support the delivery of the required capability portfolio.
- You may also have staff management responsibilities.
- The candidate would have an understanding of Integrated Logistic principles and be able to quickly understand the acquisition and sustainment of EO and utilise inventory management systems.

- The candidate would be an innovator and be prepared to look at ways in which we can do our work more efficiently.
- The candidate should be able to interpret specific legislation and regulations and be able to apply that knowledge to the ongoing management of EO.

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	GWEO Delivery EMB MEOSPO Pers Coord, 02 5109 6007
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=63F15ECE-37BF-90EE-4925-DB06C34626AE

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Defence

Vacancy VN-0746906

Department of Defence

Closing Date:Sunday 15 September 2024

Security and Estate Group
Defence Security

Job Title	Security Advisor
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	SEG/06706/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=EE505A86-A32C-1770-291F-DB06C3C00086>

Duties

The Role

Are you passionate about fostering a positive security culture to enhance Australia's national security?

Do you have an understanding of protective security and risk assessment processes?

Are you motivated to train and upskill others in the disciplines of security and security risk management?

If so, you may be the perfect fit for the Security Advisor role in the Defence Security Division's (DS Division) Directorate of Security Assurance (DoSA).

DoSA directly supports Defence capabilities and operations through the provision of protective security policy, advice and assurance, and validates security practices and measures to protect Defence people, information and assets.

DoSA plays a primary role in the certification and accreditation of physical security zones across Defence business areas and external Defence industry company and stakeholder sites, and contributes towards the establishment of governance and policies associated with it.

You will play a crucial role in identifying vulnerabilities, evaluating risks, and implementing effective strategies to safeguard our people, assets and information. No two days at work in DoSA are exactly the same. You will need the ability to think critically, evaluate and analyse, and exercise good judgement.

We are seeking highly skilled, motivated and experienced Security Advisors to join our team in Melbourne.

This position offers an on-site office arrangement. The work related requirements for the position include Computer Use, Sitting at desk, Confined spaces and Use of ladders.

About our Team

The Defence Security (DS) Division in Security and Estate Group (SEG) provides adaptable security services to Defence and defence industry. DS Division keeps the Defence enterprise safe by protecting and advancing Defence's strategic interests through the provision of protective security services.

The work of an APS 6 - Security Advisor is conducted in a regional-based team that undertakes complex and administrative protective security assurance activities and tasks in support of DS Division's customer needs. Defence business areas and Defence industry companies that access, store and handle classified official material are required to maintain a specific level of protection around this material.

It is the role of the APS 6 - Security Advisor to support these customers to understand these requirements based on risk, and implement appropriate physical security requirements, as required under Government and Departmental security policy. Engagement with Defence stakeholders and other Government bodies is required to achieve this.

Our Ideal Candidate

As an APS 6 - Security Advisor you will exercise a considerable degree of independence to validate security practices and measures established to protect Defence people, information and assets using the extensive knowledge you have developed on

the provision of protective security policy, advice and assurance.

Our ideal candidate will have:

- Demonstrated leadership experience, including the ability to mentor team members, fostering a culture of continuous learning and professional development.
- Experience in conducting security risk assessments and developing risk management strategies, or a willingness to learn and develop expertise in this area.
- Strong analytical and problem-solving skills with the ability to interpret complex security data and trends.
- Excellent communication and interpersonal skills, with the ability to effectively communicate technical information to non-technical stakeholders.
- A passion for conducting facilitating security awareness training and education programs to employees to as part of DoSA's commitment to promote and foster a strong sense of security culture of security and awareness amongst Defence and its 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>

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To Apply

Position Contact	Chris Nicholls, 03 8531 9616
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EE505A86-A32C-1770-291F-DB06C3C00086

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Defence

Vacancy VN-0746916

Department of Defence

Closing Date: Sunday 15 September 2024

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Logistic Compliance Officer
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	CASG/07187/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2EB9AA8E-68BC-39F3-DB81-DB06C51C59CC>

Duties

The Role

Air Combat Electronic Attack System Program Office (ACEASPO) has an exciting opportunity for an APS5 Logistics Compliance Officer.

You will be responsible to the Product Manager and Logistics Assurance Manager to assure that the Commonwealth and Industry Partners follow good materiel logistics practice.

This role focuses on a few key areas including, but not limited to:

- Monitoring Supplier performance focusing on system health indicators and key performance indicators, and emerging supply system risks in line with Governance frameworks.
- Planning, monitoring and reporting compliance, conformance and performance against the enterprise or Domain-specific Material Logistics Management System in a business unit.
- Managing Tier 1 Corporate Governance Auditing and Compliance in ACEASPO.
- Leading and coordinating internal and external auditing, and data analysis reporting for Logistics functions and systems.
- Assessing Logistics Information Systems for accuracy, currency and fidelity.
- Monitoring of progress, recording of status and solicitation of support to Logistics tasking.
- Reporting results.

About our Team

Located at RAAF Base Amberley, near Ipswich in QLD, Air Combat Electronic Attack Systems Program Office (ACEASPO), in close collaboration with Industry, is responsible for delivering innovative, high performance Air Combat and Electronic Attack (ACEA) capability to Air Force.

The Logistics Assurance team is part of the Product Management Unit (PdMU). The Product

Management Team is responsible for the management of capability requirements and delivery for the F/A-18F Super Hornet and EA-18G Growler Fast Jet fleet by being:

1. The primary interface with Number 82 Wing, and responsible for understanding and managing existing and emergent requirements and measuring the performance of capability delivery against expectations, and
2. Responsible for management and reporting of capability performance and assurance, and identification and reporting of capability risks affecting the Force-In-Being.

The APS5 Logistics Compliance Officer is a key position within ACEASPO and the wider ACEA Enterprise (ACEASPO, Industry Partners and End User – Air Force). This role directly contributes to the effectiveness and efficiency of Logistics support provided to the Air Combat and Electronic Attack capabilities on a daily basis by focusing on best practice business management supported by streamlined and relevant processes and procedures.

You will be part of a small, specialised and dedicated team undertaking activities associated with Logistics assurance and broader governance of process, procedure and data integrity.

Our Ideal Candidate

You will apply your Logistics experience to enable and support a number of key logistics and compliance assurance activities across the ACEA Enterprise.

Our ideal candidate is motivated, flexible, resilient, willing to learn, research and thrive in a dynamic environment. You will be highly motivated, enthusiastic, collaborative and apply initiative. Importantly, you must demonstrate leadership skills, have a positive outlook and demonstrate consideration and respect for a diversity of ideas and perspectives of others.

You will have the ability to:

- Coordinate, monitor and report on governance compliance.
- Identify risk and determine appropriate courses of action.
- Take the initiative to suggest improvements to quality assurance policies and procedures to ensure appropriate performance against best practice.
- Manage a variety of concurrent tasks under competing time pressures.
- Quickly absorb detail and disseminate information across the internal and external organisations to develop and foster stakeholder relationships.

Eligibility

Security Clearance:

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

Notes

Please Note: Office Arrangements will be both On Site and Flexible.

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

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To Apply

Position Contact	Venessa Dunstan, 07 5361 1694
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2EB9AA8E-68BC-39F3-DB81-DB06C51C59CC

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Defence

Vacancy VN-0746971

Department of Defence

Closing Date: Sunday 15 September 2024

Security and Estate Group
Service Delivery Division

Job Title	Executive Director Estate Service Delivery
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$161,522 - \$192,221
Classification	Executive Level 2
Position Number	SEG/07140/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=F987478B-62FE-30A7-9A4E-DB06FF55F807>

Duties

The Role

The position is responsible for supporting the DGEDS in daily operations of a large and dynamic Branch. The role includes advising and supporting DGEDS on a broad range of very complex and diverse issues in the delivery of services to support base capability. A key task during 2024-25 will be to support the Base Services Transformation program to successfully transition the Base Services contracts through to the next decade. Duties include:

- Represent DGEDS & Defence at internal & external forums/committees, attend/conduct meetings and high-level discussions with senior leaders, when required act as the DGEDS making decisions on DG's behalf.
- Maintain oversight of Base Services Contracts, working with Industry Partners to deliver services across the Defence Estate. The contracts are worth approximately \$2.7bn per annum requiring diligent management to achieve best value for money for the Commonwealth.
- Work with Defence Finance Group and Defence People Group Business Partners.

This position is classified as having a work value commensurate with EL2.1 and the salary range of \$161,522 - \$192,221. Positions with a work value at EL2.1 are reviewed annually and salary may increase or decrease in accordance with the provisions of the Defence Enterprise Agreement. Applicants should familiarise themselves with the relevant provisions of the Defence Enterprise Agreement if considering applying for this position. Should an annual review determine that work is no longer available at the higher work value, the employee's classification and salary will be decreased to the lower level work value and salary within the EL 2 classification range.

About our Team

Estate Service Delivery (ESD) Branch provides a national role for Service Delivery Division (SDD) to manage the delivery of Base Services. This requires engagement between Defence customers and the BSC to provide national product and service management for the following services; access control and protective services, national pass office, joint operations support, and training area management. In support of estate logistics, ESD provides transport and airfield services, airfield operations support, rescue and firefighting, hospitality and catering, laundry and dry cleaning, housekeeping, base amenities, sport and recreation, fresh rations, cleaning and waste management, pest and vermin, land management, and energy services, estate upkeep and management of estate works, base services management, integration and coordination and the base services support call centre.

Our Ideal Candidate

The successful candidate will have:

- Extensive knowledge and experience in contract management relating to highly complex contracts;
- Effective problem solving and deductive reasoning skills;
- The ability to manage and lead a diverse high performing team;
- The capacity to think strategically and develop plans and processes to enhance the achievement of business outcomes;
- Excellent communication and customer engagement skills;
- High-level organisational skills, self-drive and initiative with the ability to influence others to achieve tasks and business objectives;
- Sound commercial and business acumen and a demonstrated understanding of the Defence Industry sector in Australia.

We are embracing new ways of working. We know that most value flexibility – and we have the policies to support it. We want to empower you to work in a way that reflects your individual circumstances and your lifestyle, while providing support to our Defence members within operational 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>

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To Apply

Position Contact	AIR COMMODORE ALLISTER MCINERNEY, 02 8108 5022 or 0437 609 029
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F987478B-62FE-30A7-9A4E-DB06FF55F807

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Defence

Vacancy VN-0746992

Department of Defence

Closing Date: Sunday 15 September 2024

Defence People Group
Joint Support Services

Job Title	Information & Records Management Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$76,277 - \$83,274
Classification	APS Level 4
Position Number	DPG/07211/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9217E2AA-E7BE-ED9A-371D-DB070022F6DE>

Duties

The Role

Military Police Central Records Office (MPCRO) is seeking an enthusiastic individual who has a can do attitude and is able to work within legislative frameworks to support government policy and development, while supporting Defence's mission.

In this role you will:

- Manage Military Police records, both physical and electronic, including digitisation.
- Conduct research across a number of databases and systems, including Objective and the Defence Enterprise Case Management System (DECMS).
- Working within legislation such as the Archives Act 1983, Privacy Act 1982, Freedom of Information Act 1982 to appropriately manage, store, share and release information, including security classified information.
- Responding to requests for Military Police information from a range of internal and external stakeholders.
- Please note, as part of this role you will be exposed to objectionable and confronting material on a daily basis. Joint Military Police Unit (JMPU), and Defence more broadly, has a number of policies and support options in place to assist individuals working regularly with this content. This is a requirement of the role and should be taken into consideration when deciding if this is the right role for you.

About our Team

The JMPU conducts specialist military policing from 26 Defence base locations, nationwide and overseas. Offering support to the civilian police and the general community in Defence related matters.

These positions will give the successful applicant the opportunity to work in a records management team which is integrated within a Military Police environment. Within JMPU, the Knowledge and Intelligence (K&I) Directorate is responsible for providing intelligence products and information management support to the policing aspects of JMPU.

Within K&I, the MPCRO is a team of records management specialists who provide support to Military Police and a range of stakeholders to obtain and release information for a variety of purposes. MPCRO receives approximately 6000 requests for information each year.

Our Ideal Candidate

To be successful in this role, the ideal candidate will:

- Be capable of working in a diverse team.
- Have a good level of computer literacy.
- Have high level organisational skills, self-drive and initiative to achieve tasks and business objectives.
- Have experience with databases and an eDRMS, preferably Objective and SAP.
- Communicate effectively with a range of internal and external stakeholders, both verbally and in writing.
- Understand and manage competing priorities, and adjust when urgent requests arise.
- Have knowledge of, or the ability to learn about records management policies, procedures and guidelines.
- Have experience working in a records management environment or similar (desirable).
- Have relevant tertiary qualifications (desirable).
- Records management training can be provided.
- Experience using Auslan and/or Auslan qualifications will be highly regarded.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Baseline'.

Notes

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

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To Apply

Position Contact	Isabelle Bayne, 02 6243 0342
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9217E2AA-E7BE-ED9A-371D-DB070022F6DE

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Defence

Vacancy VN-0746995

Department of Defence

Closing Date:Sunday 15 September 2024

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Data Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/07109/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=89AACBB6-9CD4-B402-4516-DB0700247EA2>

Duties

The Role
The APS 6 Data Manager is accountable under limited direction, to perform and achieve data management and records management work within an integrated workforce. The role requires excellent attention to detail and the ability to work independently, responsible for day-to-day data management within our corporate tools as well as supporting the Governance and Assurance EL 1 with additional ad-hoc tasks.

The APS 6 Data Manager will:

- Plan, lead and manage the day to day tasks associated with Data and Records Management within Air Defence Systems Branch (ADSB)
- Liaise with internal and external stakeholders and build good working relationships as the sole POC for assistance and general enquiries
- Create processes and procedures (where applicable) and maintain records management systems in line with Defence policies and procedures
- Collate, interpret and present data as well as update and maintain the House of Governance (HoG) and/or SharePoint sites as a secondary function.

About our Team

The recently announced 2024 National Defence Strategy stated that Defence must deliver a layered Integrated Air and Missile Defence (IAMD) operational capability urgently which means there are exciting opportunities to work on this critically important defence capability.

As an integral part of the Air Defence Systems Branch you will be working with a highly motivated

team of people who are committed to delivering this multi-billion dollar capability to the Australian Defence Force. If you enjoy flexible working conditions and embody the APS values of impartiality, commitment, accountability, respectfulness and ethics we have career opportunities for you.

Our Ideal Candidate

Air Defence Systems Branch are seeking a high-performing Data Manager who enjoys a challenge and is comfortable working with competing priorities; responding and adapting to new and changing circumstances; and maintaining strong attention to detail. You will have experience or interest in working in dynamic team environments; engaging with diverse stakeholders; using initiative solutions to solve problems and developing advice for senior Defence leaders.

You will be able to achieve timely outcomes that are beneficial to both the Branch & Program and you may be a team coach or team lead. You will have well-developed written and verbal communication skills, be self-motivated and client focused. You will have excellent interpersonal skills, ability to work well in a team environment, be accountable, and a high level of integrity.

Eligibility

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

Notes

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

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To Apply

Position Contact	Erin Price, 02 5109 8030
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=89AACBB6-9CD4-B402-4516-DB0700247EA2

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Defence

Vacancy VN-0747003

Department of Defence

Closing Date: Sunday 15 September 2024

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Executive Assistant to Director General Aerospace Surveillance and Response
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$76,277 - \$83,274
Classification	APS Level 4
Position Number	CASG/07214/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8EB08E82-D35B-D7B6-31A7-DB0700C8C953>

Duties

The Role

As Executive Assistant to Director General Aerospace Surveillance and Response (DGASR) you will play an important role as the first point of contact for Aerospace Surveillance and Response (ASR) Branch. Your duties will include:

- Providing customer service to internal and external stakeholders
- Proactive calendar and inbox management
- Coordinating meetings including drafting agendas, collating briefing packs, organising venues and catering
- Arranging domestic and international travel
- Assisting with finance activities including credit card reconciliation

About our Team

ASR Branch forms part of the Capability Acquisition and Sustainment Group (CASG). ASR Branch is responsible for the acquisition and sustainment of the Australian Defence Force fixed wing aerospace surveillance and response systems. The ASR Executive Team is a small team that provides direct support to DGASR including finance, workforce, tasking, travel and general administration.

Our Ideal Candidate

Our ideal candidate will have:

- High level of organisation and time management skills
- Ability to develop and maintain strong professional relationships
- Actively engage, anticipate and prepare for stakeholder needs

- Ability to work autonomously and as part of a team
- Display high levels of professionalism, discretion and integrity

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Halle Knupkis, 02 5109 8656
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8EB08E82-D35B-D7B6-31A7-DB0700C8C953

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Defence

Vacancy VN-0747022

Job Title	Nuclear Regulatory Technical Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Keswick SA
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	ASG/07194/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=4484D429-A53D-7218-148D-DB07020FC3B6>

Duties

The Role

We have several opportunities for qualified Engineers who possess knowledge of nuclear safety and radiation protection principles and experience of working in high-hazard regulated environments. You will need to demonstrate the ability to incorporate scientific, engineering and behavioural reasoning into nuclear safety and radiation protection regulation and licensing.

You will join the Regulation and Licensing directorate within the Nuclear-Powered Submarine Regulatory Design (NPSRD). The directorate is responsible for the stand-up of the regulation and licensing function for nuclear-powered submarines, nuclear material and the associated nuclear facilities.

As an APS 6 Nuclear Regulatory Technical Officer you will be accountable under broad direction to assist in the assessment of complex nuclear engineering and science work, and exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. As the APS 6 Nuclear Regulatory Technical Officer, you will;

- Require to have knowledge of nuclear safety and radiological protection principles.
- Require to have or be capable of obtaining an in-depth knowledge of regulatory frameworks, government decision-making and policy requirements to assist with nuclear regulation and licensing.
- Demonstrate technical knowledge and provide advice and recommendations on the assessment and provision of licences for facilities as well as the regulatory audit, inspection, compliance and assurance of facility licence holders related to nuclear powered submarines that fall under the regulatory framework of the future Australian Naval Nuclear Power Safety Regulator (ANNPSR).
- Actively managing key stakeholder relationships and identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.
- Be accountable to contribute towards ongoing self-improvement and professional development.

Note: Due to the training and development requirements for these roles, international travel will likely be required. We are seeking individuals who are willing and able to work abroad in the United Kingdom (UK) or the United States of America (USA) for periods of time which may span anywhere from 3 to 24 months. International travel to other locations may also be required for additional training opportunities (e.g. short courses).

About our Team

As part of the NPSRD team, you will be working at the cutting edge of the regulation of Defence capability, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities.

The NPSRD team are deeply committed to the success of the establishment of the Australian Naval Nuclear Power Safety Regulator (ANNPSR) and are seeking people who share the same dedication. Your dedication, enthusiasm, and initiative, will enable you to contribute to the establishment of the Australian Naval Nuclear Power Safety Regulator, and meet some of the most passionate, intelligent and fascinating people from around the world.

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.

Our Ideal Candidate

As an APS 6 Nuclear Regulatory Technical Officer you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within the NPSRD team.

- Apply expertise - Applying, developing and sharing specialist and detailed technical expertise, understanding other organisational disciplines.
- Learn and research - Learning and understanding rapidly, gathering information, managing knowledge and ensuring organisational learning approach.
- Follow instructions and procedures - Following procedures and instructions, time keeping, showing commitment, and keeping to safety and legal guidelines.
- Cope with pressures and setbacks - Coping with pressure, keeping emotions under control, balancing work and personal life, keeping optimistic, handling criticism.

Eligibility

Security Clearance

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

Mandatory Qualifications

To be considered for an APS 6 Nuclear Regulatory Technical Officer position within the NPSRD, you will need to hold a Bachelor Degree from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

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

Notes

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

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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	NPSRD HR, Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4484D429-A53D-7218-148D-DB07020FC3B6

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Defence

Vacancy VN-0747042

Department of Defence

Closing Date:Sunday 15 September 2024

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	ILS Practitioner - Sustainment
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	CASG/07254/24
Agency Website	

Job Description

aps.recruitment@defence.gov.au

Duties

The Role
The Strategic High Frequency Communications (SHFC) Program is responsible for the provision of the Defence High Frequency Communications System (DHFCS) capability to the Joint Capability Group Capability Manager. Capability is provided through Sustainment under CJC10, and enhancement under the JP9101PH1 Project. The Sustainment Cell Support position is responsible

to the Sustainment Cell Lead to provide ILS to the current DHFCS under the Contract (Support). The Sustainment Cell Support position responsibilities include but are not limited to:

- Assist with disposal activities, loans, stocktaking and the asset register.
- Provide purchasing support, using the Defence Purchasing Card.
- Assist with provision of Contractor travel bookings, using the Defence Travel Card.
- Provide feedback and assist with the review of ILS related Contract (Support) deliverables, as directed by the Sustainment Cell Lead or the ILS Manager.
- Actively engage with the ERP rollout and complete any required training.

About our Team

The Maritime & Strategic Communications Systems Program Office (MSCSPO) is responsible for the acquisition, integration and sustainment of

- SHF Communications,
- Maritime Communications Modernisation;
- The Naval and Shore Communications Sustainment Management Office (NSCSMO) and
- The Naval Communication Station Harold E Holt at Exmouth WA, command, and control warfare systems for the Australian Defence Force across the country and in operational theatres overseas.

Our team is made up of distinctive areas that provide the sustainment philosophy, approvals, management, and accountability for the SHFC capability within Defence.

Our Ideal Candidate

Our ideal candidate:

- Experience in a Logistics related field.
- A motivated individual, with problem solving skills and initiative.
- Strong interpersonal skills and a proven ability to work independently as well as part of a team.
- Ability to communicate effectively with internal and external 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>

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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	Rebecca Henry, 02 5109 9571
Agency Recruitment Site	aps.recruitment@defence.gov.au

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Defence

Vacancy VN-0747057

Department of Defence

Closing Date:Sunday 15 September 2024

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Engineer
Job Type	Full-Time;Part-Time, Ongoing
Location	Monegeetta VIC, Southbank VIC
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	CASG/07251/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=18DBEE83-6233-D9B3-38CF-DB07B2341AF8>

Duties

The Role
The Land Engineering Agency (LEA), supports various Directorates and Systems Program Offices to ensure successful requirements development, acquisition and in-service support of materiel. LEA provides services in engineering, testing, design and development and technical data management.

The APS 5 Engineer will be required to provide engineering advice to support the achievement of Technical Integrity of land military equipment and systems. They will undertake specialist technical research and analysis, conduct reviews, assessments and

perform procedural or operational support work to achieve results to meet Defence capability needs.

Land Materiel consists of, but is not limited to the following types of capabilities:

- Light and Heavy Armoured Vehicle Platforms;
- Wheeled and Tracked Vehicle Platforms;
- Weapons and Ordnance;
- Petroleum and bulk fuel equipment;
- Communications, Ground and Satellite systems;
- Chemical, Biological, Radiological, Nuclear Defence;
- Simulation Systems;
- Protective Clothing;
- Medical and Dental;
- Power Generation and Distribution;
- Test and Evaluation;
- Specialised Technical Services.

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

About our Team

The Capability Acquisition and Sustainment Group (CASG) is an integral part of the Department of Defence. This group procures and maintains military equipment and supplies in the quantities and to the service levels that are required by Defence and approved by Government.

Within CASG, the Land Systems Division acquires and supports designated land systems for the Australian Defence Force. Land Systems Division is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements.

We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one which directly reflects the needs and scope of Defence's varied operational requirements.

Our Ideal Candidate

The right person for this role will be an Engineer who is required to engage with stakeholders, and apply technical engineering knowledge and experience in support of Defence materiel capability lifecycle.

Candidates are sought from across all disciplines/specialties', in particular: Electrical/Electronics, Mechanical/Materials, Mechatronics, Automotive, Communications, Systems Engineering, Biomedical, Chemical, Aerospace, Weapons, Petroleum Operations, Test and Evaluation and Reliability Engineering.

The successful candidate will:

- Be able to apply technical engineering knowledge and/or experience, understand priorities to research and define issues and implement corrective actions.
- Build and sustain positive relationships with team members and actively participate in team work and group activities.

- Meet the mandatory qualifications - Final Year University students are encouraged to apply; however, an offer of employment cannot be made until proof of completion of a Degree which meets the mandatory qualification requirements can be provided.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 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.

Notes

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

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To Apply

Position Contact	Mark Kegel, 03 8531 9084
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=18DBEE83-6233-D9B3-38CF-DB07B2341AF8

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Defence

Vacancy VN-0747067

Department of Defence

Closing Date:Sunday 08 September 2024

Defence Science and Technology Group
Research Technology and Operations

Job Title	Director Research Data and Information
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Fishermans Bend VIC
Salary	\$134,567 - \$161,521
Classification	Executive Level 2
Position Number	DSTG/07261/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F59695A9-640A-8247-8087-DB07B2701D74>

Duties

The Role

Join us as the Director of Research Data and Information at DSTG!

You will be responsible for the delivery of specialist tools, services and resources to support the needs of Defence Science and Technology Group (DSTG) researchers. Leading a team of geographically distributed Library and ICT professionals, you will grow and embed research data services; oversee selection, access and discovery of scholarly information resources and collaborate on the management and discovery of specialised, classified DSTG publications.

You'll work across broader Defence on data initiatives, including implementation of the Defence Data Strategy and partner across DSTG to develop user-focused solutions to improve researcher access to tools and infrastructure.

As part of the DSTG Team, you will play an important role in uplifting treatment of data in both the broader information environment and in bespoke solutions for research.

Duties include:

- Oversee innovation, development and delivery of DSTG research data and information tools and services.
- Oversee innovation, development and delivery of research data and information literacy training.
- Manage the Research Data and Information team, functions and budget.
- Engage with Defence-wide Data initiatives and represent DSTG as required.
- Lead sharing, where possible, of DSTG innovation and discovery in research data and information management in both academic/research and professional/technical outlets (e.g. peer reviewed conference papers or journal articles).
- Engage and collaborate with peers in related Publicly Funded Research Agencies.
- Contribute to the ongoing development and evolution of DSSC capabilities and culture.

About our Team

The Research Data and Information (RDI) team supports DSTG by managing research data and information as a strategic asset, enabling it to be discoverable, reproducible and reusable. Importantly, RDI aims to provide services aligned with Defence Innovation, Science and Technology research needs, working collaboratively with researchers and using technology to enable these services.

RDI delivers guidance and services in the following areas:

- Research data management advice and planning support.
- Research information services (literature searches, digital and limited print resource management, document delivery).
- Scalable training offerings (online inductions and tailored training for researchers).
- Research collaboration and benchmarking analytics (including bibliometric analyses).
- A research partnering team – working directly with researchers.

Our Ideal Candidate

Our ideal candidate will have expert knowledge of the research information environment including deep understanding of the research lifecycle and Science and Technology scholarly communication; trends and issues in research data and information management solutions, technologies and methods; contemporary approaches to metadata, information description, tagging and discoverability; information and data literacy; and researcher capability uplift and engagement.

We are seeking a leader who has demonstrated capabilities in persuasive written and verbal communication, collaboration, boundary spanning and strategic thinking. Post graduate qualifications in library, information, and data management or computer science will be highly desirable.

Eligibility

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

Mandatory Qualifications
The S&T6/EL2 Director Research Data and Information requires qualifications in Library and Information Science or Computer Science or a related field plus contemporary experience in a Defence or research work 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>

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To Apply

Position Contact	Amanda Nixon, 08 7375 2742
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F59695A9-640A-8247-8087-DB07B2701D74

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Defence

Vacancy VN-0747084

Department of Defence

Closing Date:Sunday 15 September 2024

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Commercial Manager
Job Type	Full-Time, Ongoing
Location	Richmond NSW
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	CASG/07229/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/cp/?audiencecode=defenceext>

Duties

The Role
ALSPO has opportunities for suitably qualified and experienced executives to join the team and perform an important and complex commercial management role.

Working with a high degree of independence, you will:

- Conduct complex procurement and commercial activities and use significant evaluative judgement to make recommendations of major significance through all procurement stages including planning, approaching the market, evaluation and contract management;
- Develop and manage complex stakeholder relationships to facilitate cooperation, participate in sensitive and complex negotiations to broker agreements between conflicting agendas whilst maintaining key relationships to enhance business outcomes, and represent the views of the Commonwealth;
- Ensuring high levels of compliance with legislative, financial and administrative frameworks, including the Commonwealth Procurement Rules and Public Governance, Performance and Accountability Act 2013;
- Maintain and update commercial, contracting and procurement records and generate reports on related activities to meet organisation compliance requirements; and

- Engage with risk, understanding the complexities between commercial and capability requirements

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

ALSPO delivers air mobility capabilities to support combat, humanitarian, diplomatic and peacekeeping operations. Our platforms and projects provide Air Mobility capability to Air Force through the delivery of sustainment services for the C-130J Hercules and C-27J Spartan aircraft.

Founded on a strong Air Force legacy ALSPO is resourced by ADF, APS and contracted support. The Defence Values underpin our behaviours and the organisation prides itself on an inclusive service delivery model. The team is resilient, adaptive and culturally capable and every individual acts with purpose for Defence and the nation. Our service values are the foundation to our identity.

Our team operates from RAAF Richmond; supportive of flexible work arrangements the position has the responsibility of being customer and personnel centric and will be required to work predominantly in location in Western Sydney.

You will be at the cutting edge of innovation in Defence, supported by tailored Professionalisation Pathways to support your development and unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration.

Being an APS member, you are entitled to leading health and safety initiatives and wellbeing opportunities. Onsite you can make use of base facilities including the gym, squash, tennis and basketball courts, pool and cinema.

We highly encourage applicants to discuss the role with the contact officer.

Our Ideal Candidate

As the Commercial leads of acquisition, transition and sustainment of the Medium Air Lift and Training Systems contracts, you will plan, lead, manage and report on the management of complex and high value contracts.

This will require collaboration across Air Force and Industry on strategic and business related contract activities. You will:

- Have experience in developing commercial skills in acquisition and sustainment teams and supporting enterprise alignment to changes in Whole of Government practices;
- Understand the strategic objectives of the organisation and develop work plans accordingly;
- Have a proven ability to communicate with influence and the ability to nurture productive working relationships with a wide range of stakeholders including industry partners;

- Have experience in successfully delivering results within time restraints while balancing priorities;
- Where applicable delegate tasks effectively; provide clear direction and articulate parameters; and
- Give constructive and timely feedback in a manner that encourages learning and achieves any required resolution.

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	Meagan Cicognani, 02 4579 3454
Agency Recruitment Site	https://defencecareers.nga.net.au/cp/?audiencecode=defenceext

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Defence

Vacancy VN-0747094

Department of Defence

Closing Date: Sunday 15 September 2024

Guided Weapons and Explosive Ordnance
GWEO Systems

Job Title	Engineering Professional Manager - Explosive Ordnance
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	GWEO/07265/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=74DE4149-6043-E7BA-1644-DB07B4429FA0>

Duties

The Role

Guided Weapons and Explosive Ordnance Systems Division (GWEOSD), is seeking an exceptional EL 1 Engineering Professional Manager to join our dynamic team in Aerospace Explosive Ordnance Systems Program Office (AEOSPO).

As an EL 1 Engineering Professional Manager working within GWEOSD, you will be given the unique opportunity to work within a diverse team to deliver Australian Defence Force systems that are at the leading edge of Defence Capability.

You will use your excellent stakeholder, coordination and analysis skills to control and govern multiple high profile, complex projects. Every day will be different as you embrace opportunities to:

- Lead, plan and deliver project-engineering activities applying engineering concepts, principles and methodologies.
- Provide experience and accurate engineering, program monitoring and controlling advice and solutions for risks and opportunities.
- Investigating, analyse and report on explosive ordnance engineering defects, requirements, develop and implement recommendations and advice to address issues.
- Support and mentor team members; aligning complementary skills and allocating resources in a manner that delivers results.
- Actively managing key stakeholder relationships and expectations to develop and communicate methodologies and practices to achieve outcomes.
- Exercising assigned engineering authorities and any Technical Regulatory Authority delegations.

This position will be required to access US export controlled materiel and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR).

About our Team

AEOSPO is an integral part of Explosive Materiel Branch (EMB), which is part of the new Guided Weapons & Explosive Ordnance Systems Division (GWEOSD). Our team is made up of various disciplines (including engineering, project management, commercial, logistics, and corporate enabling services). We are located in ACT, NSW, VIC and QLD and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

GWEOSD is dedicated to providing our staff with a diverse, manageable, favourable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one, which directly reflects the needs, and scope of Defence's varied operational requirements.

GWEOSD comprises approximately 560 dedicated employees performing activities such as requirements setting; contracting; procurement; international logistics; item management and maintenance, and co-ordination of disposal.

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

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration.

Our Ideal Candidate

As an EL 1 Engineering Professional Manager, you will be accountable, under broad direction, to perform and achieve complex tasks meeting Defence expectations.

You will exercise both initiative and sound professional judgment in applying the appropriate practices and procedures as required. Your communication and organisational skills in managing stakeholder engagement will be highly desirable for ensuring your stakeholders are intelligently informed in relation to difficult issues.

Our ideal candidate will have:

- A can-do attitude and an ability to inspire and maintain a positive attitude towards complex problems, while using sound judgment 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 an ability to interpret and apply legislation in defining business requirements.
- Experience in leading a team to deliver high quality engineering activities, including producing detailed engineering reports and artefacts, presenting information and advice to inform executive decision making.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Tina Jovanovska, 02 5133 3057
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=74DE4149-6043-E7BA-1644-DB07B4429FA0

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Defence

Vacancy VN-0747140

Department of Defence

Closing Date:Sunday 15 September 2024

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Platform Manager
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	CASG/07291/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6623CFEE-7B8D-63B9-438B-DB07EDD7D97F>

Duties

The Role

The APS 6 Platform Manager for the Air Combat and Electronic Attack Systems Program Office (ACEASPO) Product Management Unit is identified as a critical function directly supporting the Product Manager of the Air Combat and Electronic Attack (ACEA) capability. Their primary responsibility is to support the delivery and sustainment of the F/A-18F Super Hornet and EA-18G Growler weapons systems in accordance with CASG and regulatory requirements. The role will be required to undertake requirements oversight for the ACEA Support Contract, including Governance and Assurance tasks, Resource Management, Performance Management and apply strong interpersonal and communications skills.

As the Platform Manager, you will be required to translate, apply and implement the administrative, operational, contract management, technical and resource requirements for complex product management activities. You will be required to maintain a high level of in-person interaction and engagement with stakeholders and be proactive in identifying product requirements and efficiencies with limited guidance, whilst working autonomously towards team outcomes.

International Traffic in Arms Regulation (ITAR) is the United States regulation that controls the manufacture, sale and distribution of Defence and space-related articles and services. The ITAR contains a list of "restricted" countries that are unable to access ITAR controlled information, and therefore we will need to know if an applicant holds dual citizenship to one of the restricted countries to ensure they meet the requirement to perform the role (and we do not breach any ITAR requirements).

About our Team

The Air Combat and Electronic Attack Systems Program Office (ACEASPO) delivers through-life support for the Air Combat and Electronic Attack (ACEA) capability. The Product Management Unit is one of five management units within ACEASPO that is responsible for the planning and delivery of the Air Combat and Electronic Attack (ACEA) capability, including Fundamental Input to Capability (FIC) delivery and coordination of some FIC elements.

The Product Management Unit within AEASPO is an 'enabler' of Defence capability, providing In Service Sustainment support to Air Combat and Electronic Attack products for Defence customers. ACEASPO supports career development through a comprehensive professional development program, encouraging employees to build both leadership and technical skills and harnesses continuous improvement ideas and innovations. ACEASPO is based at RAAF Amberley in Ipswich, Queensland, with a small liaison office detachment in the USA.

Our Ideal Candidate

Our ideal candidate will possess excellent analytic and critical thinking skills and enjoy problem solving and challenges. Exceptional interpersonal, negotiation and customer engagement skills will be required to regularly liaise and coordinate with a broad range of stakeholders, including executives, contractors, Australian Public Servants and Australian Defence Force members.

The candidate will be required to maintain a high level of in-person interaction and engagement with stakeholders. The candidate will be working within a versatile team, which will require them to adapt to the needs, tasks and responsibilities within the Product Management Unit of ACEASPO. The candidate will be able to work under pressure with great resilience, focused on goals and attention to detail. They will be expected to be proactive in identifying product requirements and efficiencies with limited guidance, whilst working autonomously towards team outcomes.

Eligibility

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

Notes

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To Apply

Position Contact	Christy Walsh, 02 6245 9156
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6623CFEE-7B8D-63B9-438B-DB07EDD7D97F

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Defence

Vacancy VN-0747151

Department of Defence

Closing Date:Sunday 15 September 2024

Security and Estate Group
Service Delivery Division

Job Title	Assistant Director Zone Operations and Coordination
Job Type	Full-Time, Ongoing
Location	Bandiana VIC, Canberra ACT, Hobart TAS, Melbourne VIC
Salary	\$115,899 - \$130,733
Classification	Executive Level 1
Position Number	SEG/07289/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6D6C7894-8683-6523-A452-DB07EEA002B5>

Duties

The Role

The opportunity is to fill one Assistant Director – Zone Operations and Coordination role on a full-time, ongoing basis in the Melbourne CBD. A merit pool will be established and may be used to fill vacancies across the Zone in the advertised locations as they arise over the next 18 months.

The Zone Operations & Coordination team is responsible for the delivery of selected business services within Service Delivery Division – South East Zone. It provides overall support to a number of key Defence sites across Riverina, Murray Valley, Victoria and Tasmania and a range of functions including:

1. Zone-level tasking and coordination - Coordination of communications, responding to tasking and information requests, including critical, time sensitive response requests in support of the Zone and its stakeholders. Communicate and coordinate Zone-wide operational plans and strategic initiatives.
2. Executive support - Provision of executive support to the Assistant Secretary including supporting executive communication and any Assistant Secretary led initiatives across the Zone.
3. Governance support - Provision of financial administration and management of the Zone budget in consultation with Defence Finance Group and the Zone Executive team.
4. Zone-level workforce management - Provision of support for recruitment, coordinating higher duties, staff movements between teams, and medium to long term zone-wide workforce planning and relevant reporting.
5. Learning and Development - Plan and coordinate externally delivered training and development courses aligned with capability requirements. Plan and coordinate internally sponsored development programs.

If you require further information please call the contact officer on the front of this Information Pack.

Our Ideal Candidate

The Duties of an EL1 Assistant Director Zone Operations and Coordination in Defence include the following (note: not all duties are required to be performed during a 12-month performance cycle):

- Accountable for managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes.
- Accountable for managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Accountable for accurate completion of work within timeframes and quality requirements, share own expertise with others and guide and mentor less experienced employees.
- Accountable to perform complex to very complex procedural, operational, administrative and business management activities that support the delivery of outcomes across Defence.
- Engage and negotiate with stakeholders on complex to very complex issues to influence and achieve business outcomes.
- Work collaboratively, build and sustain effective relationships, motivate and provide constructive feedback to the team and work area.
- Assess and evaluate administrative, business, corporate and policy initiatives, identify issues and implement appropriate procedures and work practices.
- Demonstrated experience in team management in a service delivery environment
- Demonstrated ability to think critically, identify issues and deliver continuous improvement activities.
- Highly developed communication, organisation and negotiation skills.
- Exceptional stakeholder engagement and liaison skills.
- Experience in working collaboratively across large and dispersed teams
- Demonstrated experience in influencing the delivery of organisational change in a positive manner.

This role is ideal for energetic and motivated individuals focusing on customer service and ongoing learning and development. We are looking for enthusiastic people to join our team and form a Merit Pool of suitable candidates for future placement. **Eligibility**

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Jae Yeo, 0437 713 450
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6D6C7894-8683-6523-A452-DB07EEA002B5

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Defence

Vacancy VN-0747165

Department of Defence

Closing Date:Sunday 15 September 2024

ARMY
Special Operations Command

Job Title	Work Health and Safety Advisor
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Holsworthy NSW
Salary	\$83,706 - \$89,659
Classification	APS Level 5
Position Number	ARMY/07231/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=C75D5BDA-3D14-C2A7-6DBB-DB07EEA00D92>

Duties

The Role
The Special Operations Engineer Regiment seeks a WHS Advisor to collaborate with mission planners and ensure that training activities mitigate risks as low as reasonably possible. Responsibilities of the WHS Advisor include leading and monitoring the implementation of safety policies and procedures within the unit. This is crucial for maintaining operational capability and ensuring compliance with safety policies, regulations. The WHS Advisor supports the Commanding Officer, and the Command Safety Manager in delivering outcomes aligned with Special Operations Command safety guidance and directives. Additionally, you will manage safety incident reporting and corrective action resolution within agreed timeframes using Defence systems.

Other responsibilities include conducting audits, regular inspections of unit areas and occasional travel. You will deliver inductions, training, and presentations related to health and safety to staff and contractors as required.

About our Team
The Special Operations Engineer Regiment (SOER) is a specialised unit of the Australian Army and integral to the Special Operations Command (SOCOMD). SOER delivers counter Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) capabilities in support of special operations. SOER staff are dedicated and focused; working in an environment where improvement is encouraged and personal development supported. The WHS Adviser works within small team as part of the SOER Headquarters

Our Ideal Candidate

The ideal candidate will have experience in a safety related role and be a motivated team player. They will be capable of problem solving, leading safety initiatives and demonstrate:

- Highly developed verbal, written and communication skills.
- Excellent interpersonal skills, ability to build sustain effective relationships and networks and an ability to influence key stakeholders in order to achieve effective business outcomes.
- Ability to work in a fluid environment, remaining flexible, agile, and adaptable and supporting colleagues at short notice

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Executive Officer, 02 8108 5117
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C75D5BDA-3D14-C2A7-6DBB-DB07EEA00D92

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Department of Defence

Closing Date: Sunday 15 September 2024

Security and Estate Group
Defence Security

Job Title	Senior Complex Case Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	SEG/07290/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B6687612-54CD-B7AB-5723-DB07F02E6BCF>

Duties

The Role

As an APS6 Complex Case Analyst, you will undertake the following tasks:

- Work within a multidisciplinary team to ensure optimal outcomes for complex case management and stakeholders.
- Apply legislation against complex cases and translate this into risk management practices.
- Undertake analysis of complex cases against policy, procedures and all relevant data sources to identify risks and potential mitigations.
- Contribute to the ongoing development of risk management and mitigation processes.
- Make recommendations to the delegate clearly and concisely articulating relevant factors.
- Demonstrate sound judgement in implementing the procedural fairness process.
- Mentor less experienced staff in understanding and analysing complex case processes.
- Identify and respond to stakeholder information and records management requests.
- Manage records in accordance with relevant legislation and Defence policies and procedures.
- Engage with relevant stakeholders to achieve best practice.

About our Team

Security Policy and Services Branch is looking to welcome motivated individuals to support the analysis of complex foreign work authorisation (FWA) requests under the Safeguarding Australia's Military Secrets framework. The branch is looking for a number of APS6 Complex Case Analysts to assess complex FWA requests and make recommendations to the delegate based on best security practice.

Our Ideal Candidate

The successful candidates will:

- Have experience analysing complex information from multiple sources and developing recommendations for delegates.
- Have exceptional organisational skills and proven ability to work in a highly dynamic team environment.
- Have high attention to detail, strong problem-solving skills and an analytical approach to tasks and priorities.
- Demonstrate resilience, flexibility, initiative, innovation, and be a quick and eager learner open to change.
- Be improvement-focused, have a strong results orientation, and seek to add value.
- Communicate and collaborate openly with various internal and external stakeholders and work effectively across a multidisciplinary team.
- Have proven ability to handle multiple priorities, adapt to changing situations, and appropriately meet deadlines.
- Demonstrate a strong understanding of Australia’s security environment.

Eligibility

Security Clearance:
Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 2”.

Notes

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

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To Apply

Position Contact	Kelly West, 02 5108 3616
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B6687612-54CD-B7AB-5723-DB07F02E6BCF

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Defence

Vacancy VN-0747204

Department of Defence

Closing Date: Sunday 15 September 2024

Joint Capabilities Group
Cyber Warfare

Job Title	Contracting Officer - Defence Space & Cyber College
Job Type	Full-Time, Ongoing
Location	Harman ACT
Salary	\$91,702 - \$104,753
Classification	APS Level 6
Position Number	JCG/07296/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F797C84D-2170-851E-3AB7-DB07F02866C4>

Duties

The Role

The College is seeking an APS 6 Contracting Officer with experience in procurement, contract management and financial management. You will be responsible for contracting and procurement activities, developing documentation and managing approaches to standing offer panel and open market, including all elements of the procurement lifecycle. Additionally this role will be responsible for assisting with budget management and financial management of contracts. You will contribute to a high performing team, developing and fostering productive relationships, communicating with influence and driving commercial outcomes that comply with Commonwealth Government legislation and policy requirements.

This is a key role within the Business Management team and reports to the Executive Officer (XO) at the College. The role will be exposed to unique opportunities to learn client-level procurement and contract management practices, lead internal and external stakeholder engagement on contract management activities, and identify and implement strategic initiatives focused on improving division level business management activities.

About our Team

We are a diverse team of highly motivated individuals, representing an integrated workforce of ADF, APS and Industry Partners.

Our mission - To train and develop a workforce ready to operate in the Space and Cyber Domains to enable ADF Operations and defeat emerging threats to Australia and its national interests. We commenced cyber-warfare training operations in 2023, with capability growth planned over the coming years, to meet the growing strategic demand. We value diversity, teamwork, work/life balance and focus on delivering outcomes for Defence. We work with academia and industry to foster capability development and generate national value for Australia.

Our vision - To be the spiritual home of the Space and Cyber Specialist, an organisation and capability our cyber community is drawn to for all professional and capability development needs. Located at HMAS Harman, Canberra we enjoy brand new contemporary training facilities, flexible working arrangements and free parking.

Our Ideal Candidate

The College is looking for a team member who enjoys a challenge, is comfortable working independently and has a well-developed understanding of Defence procurement processes, policies and procedures.

Our ideal candidate will bring the following attributes and skills to the role:

- Strong written, interpersonal and verbal communication skills
- Desire to be accountable for their actions, advice and decisions
- Ability to work effectively both independently and as part of multi-disciplinary teams
- Strong stakeholder engagement skills and an ability to contest views whilst maintaining relationships
- Demonstrate leadership behaviours, diligence, and professionalism and communication standards
- Willing to challenge the traditional ways of doing business
- Outcome-focused mindset with an ability to get practical results
- Adaptability, resilience and flexibility
- A team player that is adaptable, supportive and considerate with all staff
- Strong time management and organisational skills, with flexibility to adapt to changing priorities.

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	DSCC Business Management, dcc.businessmanagement@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F797C84D-2170-851E-3AB7-DB07F02866C4

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Department of Education

Closing Date: Sunday 15 September 2024

Improving Student Outcomes | Funding and Data Collection
Wellbeing and Equity | Inclusion and Disability | School Assurance

Job Title	Assistant Secretary, Various Positions
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	24/1469
Agency Website	https://www.education.gov.au/

Job Description

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

Are you looking for an opportunity to make a difference? Are you as passionate about what education can deliver as we are? Can you see the opportunities to drive great outcomes through access to quality education and learning?

We are seeking established, inspiring and highly motivated leaders. As an Assistant Secretary in the Department of Education, you will be a key member of the senior leadership team and support the Executive in the provision of advice to Australian Government. You will provide leadership, management and strategic direction for your Branch and for the department. You will manage the development and implementation of major government and department initiatives, participate in departmental or whole of government forums and actively contribute to the corporate leadership of the department and to the building of high performing teams.

As an Assistant Secretary in Schools Group, you will provide leadership as a steward of a national education system, in which all young people thrive.

Wellbeing and Equity Branch – Improving Student Outcomes Division

The Wellbeing and Equity Branch provides policy advice and leadership on matters relating to the mental and physical health, safety, and wellbeing of school students through the development and delivery of national policies and initiatives, working in partnership with states, territories and the non-government school sector.

Inclusion and Disability Branch – Improving Student Outcomes Division

The Inclusion and Disability Branch provides policy advice and leadership on matters relating to inclusive schooling with a focus on policy and programs that support children and young people to access and succeed at school. The Branch also provides program and project management for initiatives improving inclusive education and capability building in schools.

School Assurance Branch – Funding and Data Collection Division

The School Assurance Branch operates in a complex co-regulatory environment comprising Commonwealth and state and territory governments and is responsible for the assurance of Commonwealth school funding provided under the Australian Education Act 2013 (the Act). The Branch safeguards the Government’s \$29 billion annual investment in school education through an assurance and compliance program delivered under an Assurance Framework, supported by legislation.

Duties

To be a strong contender, you will be strategically focussed with demonstrated experience leading and delivering in a complex and sensitive environment, with outstanding stakeholder management and communication skills, including the ability to communicate with Ministers, Ministers’ Offices, senior education leaders and other government and non-government stakeholders.

You will ensure the department meets its legislative, regulatory and governance obligations and work effectively to respond to and manage emerging issues. You will have a strong collaborative and collegiate approach, and be a dynamic leader who inspires, empowers, and supports staff at all levels.

Eligibility

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

Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

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

About the Department of Education

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

To Apply

Position Contact	Darshana Paragji, 02 6189 1044
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU

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Foreign Affairs and Trade

Vacancy VN-0747209

Department of Foreign Affairs and Trade

Closing Date:Monday 16 September 2024

Australian Infrastructure Financing Facility for the Pacific (AIFFP)
AIFFP Investment and Implementation Branch (AIB)

Job Title	Chief Investment Officer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$193,767 - \$213,445
Classification	Senior Executive Service Band 1
Position Number	1617/2023
Agency Website	

Job Description <https://dfatcareers.nga.net.au/?jati=B42D4AF2-9ECD-6D33-1632-DB07F04CE72F>

Applications close at 11.59 pm AEST on Monday, 16 September 2024.

The opportunity

We have an exciting opportunity for a highly skilled Chief Investment Officer to lead the investment and implementation Branch of the Australian Infrastructure Financing Facility for the Pacific (AIFFP) program in the Department of Foreign Affairs and Trade (DFAT). The AIFFP is a \$4 billion financing facility at the nexus of Australia's foreign policy and international development agenda in the Pacific and Timor-Leste.

Australia, through the AIFFP, partners with governments and the private sector to provide grant and loan financing for energy, transport, telecommunications and other key economic infrastructure. Climate resilient and adaptation projects will be a focus through the recently announced Pacific Climate Infrastructure Financing Partnership (PCIFP).

The AIFFP significantly boosts Australia's support for quality, inclusive and climate resilient infrastructure across the Pacific and Timor-Leste. To date, some 20 capital works projects have been agreed across 10 countries valued at almost \$2 billion. The majority of AIFFP's portfolio is sovereign based (loans, grants or a combination of both). Additionally, AIFFP also provides non-sovereign (private sector) financing with two signed projects and others in the pipeline.

AIFFP projects support sustainable development, where robust quality standards are upheld and opportunities are created to deliver lasting benefits for communities and the economy. Climate change and disaster risk data are integrated into designs to increase infrastructure resilience. Project designs also take into account environmental and social safeguards, mainstream equality approaches for gender, disability, and social inclusion, and support local job creation and upskilling of workers. AIFFP financing is tailored to support each country's debt sustainability needs as well as respond to partner countries' infrastructure priorities.

Our ideal candidate

As the Chief Investment Officer you will oversee the further development and delivery of AIFFP's investment portfolio. You will be responsible for ensuring comprehensive financial and risk management of AIFFP investments through effective and efficient investment systems and processes in accordance with the AIFFP design, policy authority and operating procedures. The Chief Investment Officer will keep the Head of AIFFP briefed on all significant financial risks, trends and opportunities.

AIFFP has a significant focus on effective implementation of the existing portfolio. Our ideal candidate will have a demonstrated track record of exceptional project and personnel leadership, and proven ability to build positive relationships across government, industry and with other key stakeholders in Australia and the region. With support from an expanding AIFFP Investment and Implementation Branch, you will ensure that project origination and delivery, are expertly risk managed and align with AIFFP's mandate.

The ideal candidate will also bring a positive attitude and foster a healthy, inclusive and productive workplace for all team members and model the highest levels of professionalism and integrity. You will build on the AIFFP's capability by providing intellectual and technical expertise, through your leadership, mentoring and development of staff. A key deliverable of the role will be to attract, train, retain and support a cohesive team of public servants, contracted in-house specialists and outsourced technical experts. Working with other SES and the Head of AIFFP, you will ensure that the AIFFP is working collaboratively to deliver outcomes for the Australian Government and partner countries, responding flexibly to current and emerging priorities.

Duties

- Lead the project origination and delivery functions of the AIFFP, including refining investment processes to ensure they are effective and well organised to inform Executive and Ministerial decisions.
- Oversee and support investment and deal teams to ensure project selection appropriately considers development, strategic and financial issues including:
 - financial and commercial viability;
 - deliverability;
 - economic, social and developmental value, including social (gender, disability inclusion and others) and environmental impact; and
 - debt sustainability, to ensure responsible lending.
- Manage investment budgets, including oversight of Official Development Assistance (ODA) grant allocations, disbursements, loan drawdowns and forecasts.
- Apply sound principles to identify, analyse and manage project risks in conjunction with the relevant risk officers, project team and the DFAT executive.
- Provide timely and accurate analysis and write clear and well-informed investment recommendations based on thorough research and forecasting to ensure effective and informed decision making.
- Ensure AIFFP project origination and delivery complies with DFAT policies, including its Economic Infrastructure Development Strategy, other existing DFAT policies, and lessons learned from DFAT and other donors.
- Draft and quality control portfolio and pipeline updates for AIFFP Board meetings.
- Support the timely updating of AIFFP's investment strategy.
- Lead the investment team, including work allocation, prioritisation and people development (recruit, train, mentor, develop and retain).
- Focal point for AIFFP staff posted overseas.
- Support ongoing consideration of the best structural model for AIFFP.
- Communicate with influence and build trusted relationships with key stakeholders across government and the region, including by leading or supporting investment team engagement with like-minded partners, multilateral development banks, DFAT and whole of government stakeholders such as Export Finance Australia.
- Demonstrated technical capabilities.
- Demonstrated understanding of, and experience in, development infrastructure finance and transaction structuring, particularly sovereign lending.
- Demonstrated expert knowledge and experience of infrastructure project implementation and program management, ideally in developing countries, preferably the Pacific and Timor-Leste.
- Significant track record of successfully concluding transactions of the size and scope applicable to the activities of the AIFFP.
- Able to lead and manage infrastructure project teams and a demonstrated ability to mentor and develop staff.

Formal Qualification

- Relevant degree qualification relating to either Finance, Project Management, Engineering or Construction with a preference for post graduate qualifications.

The position will contribute to the leadership and strategic direction of the AIFFP and promote workplace practices consistent with DFAT values as well as demonstrate DFAT core management and leadership capabilities.

The position will involve domestic and/or international travel and representing Australia overseas.

You will be active in driving change and shaping a division. Your roles and responsibilities will be aligned to the SES Band 1 [Work Level Standards](#) and the [Secretaries' Charter of Leadership](#)

[Behaviours.](#)

All employees of the department are expected to abide by the [APS Values and Code of Conduct](#) and the [DFAT Values Statement](#) .

SES employees at DFAT are held to a high standard of personal behaviour, are viewed as role models of integrity and professional conduct and expected to exemplify the highest standards of professionalism. SES employees have a responsibility to promote the [APS Values and Code of Conduct](#) .

Eligibility

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

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

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Jonathan Kenna, 02 6261 1802
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=B42D4AF2-9ECD-6D33-1632-DB07F04CE72F

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Foreign Affairs and Trade

Vacancy VN-0747224

Job Title	Technical Security Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,371 - \$92,345
Classification	APS Level 4;APS Level 5
Position Number	0915/2024
Agency Website	

Job Description

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

Applications for this position close on Monday 16 September 2024 at 11.59pm AEST

Do you want to make a unique contribution to the security of Australian Government information, people and assets?

We are looking for curious problem-solvers with trade, engineering or science qualifications and experience to undertake technical security roles within DFAT's Diplomatic Security Division (DSD). Technical Security Officers who work in the Technical Security, Safehand and Diplomatic Mail Section (TSS) are responsible for conducting inspections and vulnerability assessments of DFAT premises domestically and overseas as well as developing, managing, and deploying unique technical capabilities to counter technical threats against DFAT's global network.

This recruitment process will be used to fill current vacancies as well as any which may arise across DSD over the coming 12 months. The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Our Ideal Candidate

As a Technical Security Officer (TSO) you will use a wide range of electronic equipment and physical searching techniques to identify and counter technical threats and vulnerabilities against DFAT's people, property, and information. You will also provide technical security advice and prepare security risk assessments. To achieve this challenging role, we are looking for curious problem-solvers preferably with trade, engineering, electronics, radio frequency communications or science qualifications.

A TSO protects information by conducting assessments of DFAT's secure areas, equipment, and meeting rooms; used for DFAT ministerial and senior level meetings in Australia and across the entire DFAT overseas post network. There is the opportunity, and requirement, to travel globally to achieve this.

As a TSO you will need to understand current threat capabilities and technology. You will need to remain current with a wide variety of sophisticated new and emerging technologies. However, a TSO's greatest tool is their mind. You must be innovative not only using trained techniques but developing novel ways to detect and defeat these threats.

DFAT TSOs work closely with other Australian government agencies and departments, and globally with the FIVE EYES (UK/USA/CAN/NZ/AUS) community. To understand threats and work with the most sensitive information a TSO must be able to obtain and maintain a TSPA clearance. You will encourage collaboration and co-operation while maintaining exemplary standards of conduct, integrity, and professionalism.

Successful candidates will need to commit to continuous training and development that may include a 6-12 month training and development program. Due to the extensive training and experience required to become a competent TSO it is expected you will have a long-term commitment to a security career.

To be successful as a TSO you will be comfortable working independently or under limited guidance, escalating issues with team leaders as required.

You will show stamina and resilience in conducting inspections and assessments. You will be comfortable working at heights, in confined spaces, and safely lifting up to 18kg unassisted.

You will have well-developed oral and written communication skills and will be able to undertake a range of administrative tasks. You will be required to travel extensively so curiosity and respect for other cultures is essential. You will have self-awareness and a

Duties

As an APS 4 or APS5 Technical Security Officer you will undertake all or some of the following key duties:

- Conduct security inspections both within Australia and overseas.
- Actively assist in the administration, planning, and logistics for inspections and technical security installations.
- Undertake skills development training, equipment training and practical exercises and seek out opportunities to expand knowledge and understanding of threats and capabilities.
- Analyse, interpret and present data and information for inclusion in briefing material, correspondence and reports.
- Liaise with stakeholders across the Department and with other Government agencies domestically and overseas.
- Provide technical security advice in a clear, accurate and timely manner including in briefing material and reports.
- Maintain and test technical security equipment.

Eligibility

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

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

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Lucia Sharrad, +61 2 6178 4746
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0747228

Department of Foreign Affairs and Trade

Closing Date:Monday 16 September 2024

Diplomatic Security Division
Operational Security Branch Technical Security, Safehand and Diplomatic
Mail Section

Job Title	Technical Security Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$95,282 - \$107,136
Classification	APS Level 6
Position Number	0916/2024
Agency Website	

Job Description

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

Applications for this position close on Monday 16 September 2024 at 11.59pm AEST

Do you want to make a unique contribution to the security of Australian Government information, people and assets?

We are looking for curious problem-solvers with trade, engineering or science qualifications and experience to undertake technical security roles within DFAT's Diplomatic Security Division (DSD). Technical Security Officers who work in the Technical Security, Safehand and Diplomatic Mail Section (TSS) are responsible for conducting inspections and vulnerability assessments of DFAT premises domestically and overseas as well as developing, managing, and deploying unique technical capabilities to counter technical threats against DFAT's global network.

This recruitment process will be used to fill current vacancies as well as any which may arise across DSD over the coming 12 months. The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Our Ideal Candidate

As a Technical Security Officer (TSO) you will use a wide range of electronic equipment and physical searching techniques to identify and counter technical threats and vulnerabilities against DFAT's people, property, and information. You will also provide technical security advice and prepare security risk assessments. To achieve this challenging role, we are looking for curious problem-solvers preferably with trade, engineering, electronics, radio frequency communications or science qualifications.

A TSO protects information by conducting assessments of DFAT's secure areas, equipment, and meeting rooms; used for DFAT ministerial and senior level meetings in Australia and across the entire DFAT overseas post network. There is the opportunity, and requirement, to travel globally to achieve this.

As a TSO you will need to understand current threat capabilities and technology. You will need to remain current with a wide variety of sophisticated new and emerging technologies. However, a TSO's greatest tool is their mind. You must be innovative not only using trained techniques but developing novel ways to detect and defeat these threats.

DFAT TSOs work closely with other Australian government agencies and departments, and globally with the FIVE EYES (UK/USA/CAN/NZ/AUS) community. To understand threats and work with the most sensitive information a TSO must be able to obtain and maintain a TSPA clearance. You will encourage collaboration and co-operation while maintaining exemplary standards of conduct, integrity, and professionalism.

Successful candidates will need to commit to continuous training and development that may include a 6-12 month training and development program. Due to the extensive training and experience required to become a competent TSO it is expected you will have a long-term commitment to a security career.

To be successful as a TSO you will be comfortable working independently or under limited guidance and as an APS 6 officer you may lead a small team.

You will show stamina and resilience in conducting inspections and assessments. You will be comfortable working at heights, in confined spaces, and safely lifting up to 18kg unassisted.

You will have well-developed oral and written communication skills and will be able to undertake a range of administrative tasks. You will be required to travel extensively so curiosity and respect for other cultures is essential. You will have self-awareness and a commitment to personal development and demonstrated emotional intelligence.

Duties

As an APS 6 Technical Security Officer you will undertake the following key duties:

- Conduct and lead security inspections both within Australia and overseas.
- Actively manage the administration, planning, and logistics for inspections and technical security installations.
- Undertake skills development training, equipment training and practical exercises and seek out opportunities to expand the team's knowledge and understanding of threats and capabilities.
- Analyse, interpret and present data and information verbally and in writing.
- Actively pursue, build and foster collaborative relationships with stakeholders across the Department and with other Government agencies domestically and overseas.
- Provide technical security advice in a clear, accurate and timely manner including in briefing material and reports and in security training courses.
- Monitor, maintain and test technical security equipment and undertake research and analysis of new and emerging technology.
- Prepare and review technical security documentation including reports, training materials and policies.

Eligibility

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

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

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Lucia Sharrad, +61 2 6178 4746
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0747240

Department of Foreign Affairs and Trade

Closing Date:Monday 16 September 2024

Diplomatic Security Division
Operational Security Branch Technical Security, Safehand and Diplomatic
Mail Section

Job Title	Technical Security Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$118,654 - \$132,724
Classification	Executive Level 1
Position Number	0918/2024
Agency Website	

Job Description

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

Applications for this position close on Monday 16 September 2024 at 11.59pm AEST.

Do you want to make a unique contribution to the security of Australian Government information, people and assets?

We are looking for curious problem-solvers with trade, engineering or science qualifications and experience to undertake technical security roles within DFAT's Diplomatic Security Division (DSD). Technical Security Officers who work in the Technical Security, Safehand and Diplomatic Mail Section (TSS) are responsible for conducting inspections and vulnerability assessments of DFAT premises domestically and overseas as well as developing, managing, and deploying unique technical capabilities to counter technical threats against DFAT's global network.

This recruitment process will be used to fill current vacancies as well as any which may arise across DSD over the coming 12 months. The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Our Ideal Candidate

As a Technical Security Officer (TSO) you will use a wide range of electronic equipment and physical searching techniques to

identify and counter technical threats and vulnerabilities against DFAT's people, property, and information. You will also provide technical security advice and prepare security risk assessments. To achieve this challenging role, we are looking for curious problem-solvers preferably with trade, engineering, electronics, radio frequency communications or science qualifications.

A TSO protects information by conducting assessments of DFAT's secure areas, equipment, and meeting rooms; used for DFAT ministerial and senior level meetings in Australia and across the entire DFAT overseas post network. There is the opportunity, and requirement, to travel globally to achieve this.

As a TSO you will need to understand current threat capabilities and technology. You will need to remain current with a wide variety of sophisticated new and emerging technologies. However, a TSO's greatest tool is their mind. You must be innovative not only using trained techniques but developing novel ways to detect and defeat these threats.

DFAT TSOs work closely with other Australian government agencies and departments, and globally with the FIVE EYES (UK/USA/CAN/NZ/AUS) community. To understand threats and work with the most sensitive information a TSO must be able to obtain and maintain a TSPA clearance. You will encourage collaboration and co-operation while maintaining exemplary standards of conduct, integrity, and professionalism.

Successful candidates will need to commit to continuous training and development that may include a 6-12 month training and development program. Due to the extensive training and experience required to become a competent TSO it is expected you will have a long-term commitment to a security career.

To be successful as a TSO you will be comfortable working independently or under limited guidance. As an Executive Level 1 Assistant Director you will manage the performance and priorities of small independent teams operating both domestically and overseas.

You will show stamina and resilience in conducting inspections and assessments. You will be comfortable working at heights, in confined spaces, and safely lifting up to 18kg unassisted.

You will have well-developed oral and written communication skills and will be able to undertake a range of administrative tasks. You will be required to travel extensively so curiosity and respect for other cultures is essential. You will have self-awareness and a commitment to personal development and demonstrated emotional intelligence.

Duties

As an EL1 Technical Security Officer you will undertake the following key duties:

- Coordinate, conduct, and lead security inspections both within Australia and overseas.
- Actively manage the administration, planning, and logistics for inspections and technical security installations.
- Supervise a technical security workforce ensuring records and financial management, training requirements, health and safety and risk obligations are met.
- Undertake skills development training, equipment training and practical exercises and coordinate opportunities to expand the team's knowledge and understanding of threats and capabilities.
- Analyse, interpret and present data and information verbally and in writing and review the work of team members.
- Liaise, engage and collaborate with stakeholders across the Department and with other Government agencies domestically and overseas.
- Represent the technical security team at specialist meetings and forums.
- Provide specialist technical security advice in a clear, accurate and timely manner including in briefing material, reports and presentations.
- Monitor, maintain and test technical security equipment and undertake complex research and analysis of new and emerging technology.
- Prepare and review technical security documentation including reports, training materials and policies.

Eligibility

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

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

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Lucia Sharrad, +61 2 6178 4746
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Health

Vacancy VN-0747297

Aged Care Quality and Safety Commission

Closing Date: Sunday 15 September 2024

Corporate Services

Job Title	Chief Digital Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Melbourne VIC, Adelaide SA, Perth WA, Hobart TAS
Salary	\$216,782 - \$261,592
Classification	Senior Executive Service Band 1
Position Number	TBD
Agency Website	

Job Description

<https://www.agedcarequality.gov.au/careers-commission>

The Aged Care Quality and Safety Commission (ACQSC) is the national regulator of Commonwealth subsidised aged care services. ACQSC's primary responsibility is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care by holding providers to account for their performance including compliance with legal obligations. Through activities spanning engagement, education and guidance, complaints handling, monitoring and investigation, and management of non-compliance, the ACQSC is focused on delivering world class regulation that empowers people who use aged care, promotes best practice care and services, and builds confidence and trust in Australia's aged care system.

This is an incredible opportunity to make an impact as a senior executive leader in an organisation with true purpose and focus on supporting critical care services to the Australian community.

Duties

Reporting to the Deputy Commissioner Corporate, the Chief Digital Officer will drive the Commission's digital transformation and strategic digital integration and renewal. The position plays a key leadership and stakeholder management role and will represent the Commission at a range of external for a including Government, industry and interagency events.

The role will partner with key stakeholders to deliver innovative and effective system and service changes, build resource capacity and capability, and deliver effective operational outcomes in line with the Commission's Digital Strategy and regulatory posture. To achieve this, the Chief Digital Officer will shape and guide the Commission's design, adoption and use of digital tools, platforms, technologies and systems to optimise its business operations and services.

Operating in a complex, diverse and dynamic environment, the Chief Digital Officer leads and builds capability within the Commission's ICT and Digital teams. The role will develop the ICT and Digital sections to become fully integrated and effective business support functions, that implement strategies and operational processes and operate in a collaborative way, meeting the changing needs of the Commission. The Chief Digital Officer promotes systematised, flexible and customer focused support models and leads the delivery of systems and approaches to working that collectively, reduce ICT and cyber security risks, improve service and system integration, modernise business practices, and strengthen communication, customer service and service responsiveness within the organisation.

Eligibility

- A demonstrated ability to lead and deliver successful digital transformation projects and build a robust digital ecosystem within a complex public sector organisation.
- A demonstrated ability to drive digital innovation, champion the use of digital technology and practices and achieve adoption of these approaches across a business.
- Demonstrated experience in building Standard Operating Procedures and systems using the Lean Six Sigma framework (or equivalent).
- A strong understanding of and ability to operationalise sound project management principles, effective governance arrangements and a productive approach to vendor management.
- Highly developed written and oral communication skills and ability to effectively manage interpersonal relationships, collaborate with business partners/clients and communicate with influence and respect.
- Highly developed leadership and management skills, including the ability to lead a team in a dynamic environment, encourage innovative ideas, build trust, provide support, coach, mentor and guide teams and emerging leaders, and foster a positive and supportive team culture.

Notes

- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit <https://www.apsc.gov.au/citizenship-aps>
- Successful candidates must be willing to undertake a pre-employment screening.

Applications must include:

- A maximum 2-page cover letter/pitch outlining how your relevant experience aligns to the knowledge and skills and key responsibilities set out in the role description as well as the capabilities outlined in the [APS Integrated Leadership System](#) for the SES Band 1 classification level.
- A resume of no more than 6 pages outlining qualifications, experience, and expertise.
- The names and contact details of two referees who have direct and relevant experience of your work.

Please submit your application and cover letter to Matthew Smee at matthew.smee@hudson.com. Applications close 11:59PM AEST Sunday 15 September

About the Aged Care Quality and Safety Commission

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

To Apply

Position Contact	Matthew Smee - Hudson Executive, 0439 074 251
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0747301

Aged Care Quality and Safety Commission

Closing Date:Sunday 15 September 2024

Job Title	Chief Finance Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	\$216,782 - \$261,592
Classification	Senior Executive Service Band 1
Position Number	TBD
Agency Website	

Job Description

<https://www.agedcarequality.gov.au/careers-commission>

The Aged Care Quality and Safety Commission (ACQSC) is the national regulator of Commonwealth subsidised aged care services. ACQSC's primary responsibility is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care by holding providers to account for their performance including compliance with legal obligations. Through activities spanning engagement, education and guidance, complaints handling, monitoring and investigation, and management of non-compliance, the ACQSC is focused on delivering world class regulation that empowers people who use aged care, promotes best practice care and services, and builds confidence and trust in Australia's aged care system.

This is an incredible opportunity to make an impact as a senior executive leader in an organisation with true purpose and focus on supporting critical care services to the Australian community.

Duties

Reporting to the Deputy Commissioner Corporate, the Chief Finance Officer (CFO) works collaboratively to deliver financial and business services to support the achievement of the Commission's strategic and operational objectives. The role provides a critical leadership and enabling role within the Corporate Division and across the Commission and has responsibility for ensuring the effective financial management of all of the Commission's activities across its full range of functions, including management of its property portfolio. The Executive Director Finance/CFO is responsible for providing accurate and timely financial reporting to the Executive Leadership Group and for ensuring that the Commission complies with all financial requirements and accounting standards.

The CFO leads the Finance Branch to ensure compliance with the Public Governance, Performance and Accountability (PGPA) Act 2013 and other Commonwealth financial and resource management frameworks, including in relation to financial reporting, audits, taxation, procurement, financial policies and delegations, asset management and budget planning and reporting.

Operating in a complex, diverse and dynamic environment, expertise in financial management is essential to the activities of the Commission. The role will lead major system and change initiatives, taking a key role in improving integration of financial services and systems across the organisation. It will also support the introduction and embedding of contemporary business practices that meet the current and future needs of the Commission.

Eligibility

- Relevant tertiary qualifications and completed professional qualifications (CA or CPA Program).
- A strong demonstrated understanding of current accounting standards, Commonwealth budget processes, audit requirements, and financial reporting rules.

- A strong financial management capability demonstrated in an accrual accounting environment (preferably in a PGPA Act 2013 context), including the preparation of financial statements, development of financial policies, and preparation of estimates and budget information (e.g. Portfolio Budget Statements).
- The ability to develop innovative and timely solutions to address the needs of stakeholders and the organisation, as well as a continuous improvement focus.
- A well-developed ability to analyse and interpret complex annual financial statements and periodic financial reports, and to communicate this to a non-technical audience.
- A strong demonstrated capability to anticipate, monitor and advise on emerging financial management issues, legislation and standards, and the ability to apply a strategic lens to budget management and financial planning.
- A demonstrated ability to communicate clearly, openly and effectively, together with a pragmatic and solution-focused approach to negotiation.
- The ability to establish and maintain relationships with staff, stakeholders and clients at all levels.

Notes

- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit <https://www.apsc.gov.au/citizenship-aps>
- Successful candidates must be willing to undertake a pre-employment screening.

Applications must include:

- A maximum 2-page cover letter/pitch outlining how your relevant experience aligns to the knowledge and skills and key responsibilities set out in the role description as well as the capabilities outlined in the [APS Integrated Leadership System](#) for the SES Band 1 classification level.
- A resume of no more than 6 pages outlining qualifications, experience, and expertise.
- The names and contact details of two referees who have direct and relevant experience of your work.

Please submit your application and cover page to Matthew Smees at matthew.smees@hudson.com. Applications close 11:59pm AEST Sunday 15 September 2024.

About the Aged Care Quality and Safety Commission

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

To Apply

Position Contact	Matthew Smee, 0439 074 251
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

This notice is part of the electronic Public Service Gazette PS35 Daily Gazette Friday - 30 August 2024.pdf Published by Australian Public Service Commission.

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Health

Vacancy VN-0747307

Aged Care Quality and Safety Commission

Closing Date: Sunday 15 September 2024

Corporate Services

Job Title	Executive Director, People and Culture
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	\$216,782 - \$261,592
Classification	Senior Executive Service Band 1
Position Number	TBD
Agency Website	

Job Description

<https://www.agedcarequality.gov.au/careers-commission>

The Aged Care Quality and Safety Commission (ACQSC) is the national regulator of Commonwealth subsidised aged care services. ACQSC's primary responsibility is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care by holding providers to account for their performance including compliance with legal obligations. Through activities spanning engagement, education and guidance, complaints handling, monitoring and investigation, and management of non-compliance, the ACQSC is focused on delivering world class regulation that empowers people who use aged care, promotes best practice care and services, and builds confidence and trust in Australia's aged care system.

This is an incredible opportunity to make an impact as a senior executive leader in an organisation with true purpose and focus on supporting critical care services to the Australian community.

Duties

Reporting to the Deputy Commissioner Corporate, the Executive Director People and Culture is responsible for establishing, leading and coordinating a broad range of human resources (HR) functions, enabling the Commission to achieve its strategic objectives through the effective and efficient provision of strategic people management and support across the employee lifecycle. The role delivers core enabling functions including workforce planning, recruitment, performance management, learning and

development, Work Health and Safety (WHS), workplace relations and management of HR matters in consultation with and in support of the Commissioner and Executive Leadership Group.

The Executive Director People and Culture also contributes to broader organisational and strategic management and has a significant leadership and enabling function within the Corporate Division and across the Commission. The role oversees the provision of generalist support to other managers and employees on a wide range of people activities, ensuring that these are applied in a fair, reasonable and lawful manner.

Through the development and maintenance of essential policies, processes and practices, and the provision of expert HR advice, the Executive Director People and Culture plays a key role in establishing a supportive culture and a positive working environment within the Commission.

Eligibility

- A detailed understanding of, and a track record of effective delivery of, best practice HR management, and a strong grasp of its legislative basis.
- Demonstrated ability to develop, lead and implement a broad range of contemporary people management programs, policies and operational practices.
- Highly developed oral and written communication skills including the ability to negotiate effectively and to understand and bring clarity to the communication of complex information.
- The ability to establish and maintain strong relationships with stakeholders at senior levels including the ability to provide high-quality advice to senior management.
- The ability to monitor emerging issues, identify their impact on priorities and respond using sound judgement.
- Strong organisational skills including the ability to monitor progress, manage resources effectively and deliver timely, high-quality outcomes.

Notes

- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit <https://www.apsc.gov.au/citizenship-aps>
- Successful candidates must be willing to undertake a pre-employment screening.
- A maximum 2-page cover letter/pitch outlining how your relevant experience aligns to the knowledge and skills and key responsibilities set out in the role description as well as the capabilities outlined in the [APS Integrated Leadership System](#) for the SES Band 1 classification level.
- A resume of no more than 6 pages outlining qualifications, experience, and expertise.
- The names and contact details of two referees who have direct and relevant experience of your work.

Please submit your application and cover letter to Matthew Smees at matthew.smees@hudson.com . Applications close at 11:59pm AEST Sunday 15 September 2024.

About the Aged Care Quality and Safety Commission

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

To Apply

Position Contact	Matthew Smees, 0439074251
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0747335

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

Closing Date:Friday 13 September 2024

ACSQHC
ACSQHC Business Unit

Job Title	EL2 Director, Business Unit
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$138,884 - \$164,431
Classification	Executive Level 2
Position Number	20010932
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The Director, Business Unit, heads a dynamic, multi-functional team that is responsible for managing corporate and compliance frameworks and systems for the Commission. Reporting to the Chief Operating Officer (COO), the Director, Business Unit, is responsible for leading the management and delivery of policies and procedures and developing organisational strategies to ensure the Commission complies with Commonwealth legislative requirements.

As a member of the Leadership team, the Director provides strategic advice and support to the Commission's Executive and Leadership team on the development and delivery of the Commission's approved Work Plan and achievement of Commission priorities and programs.

The Director, Business Unit, will have a high-level understanding of the Australian Government finance, budget and governance

systems and have specific accounting and finance knowledge related to financial reporting and business operations. They must have a high level of experience in:

- Financial accounting and reporting
- Budgeting and analysis
- Procurement activities and legislative compliance
- Maintaining effective relationships with the Audit and Risk Committee, the Department of Finance and other external finance bodies
- Engaging with Senior Executives and senior Program Directors.

Duties

Duties of the EL2 Director will include, but are not limited to, the following:

1. Responsible for the provision of strategic corporate support, advice and feedback to the COO, Executive and Leadership team.
2. Ensure compliance with financial and legislative requirements of the Commission.
3. Manage the provision of financial information to the Board, Audit and Risk Committee and the Australian National Audit Office (ANAO).
4. Manage the provision of financial information to the Department of Finance for regular financial reporting and the annual portfolio budget statements and annual report.
5. Supervise the information, data and reporting submissions to the relevant entities for the Commission's compliance with Commonwealth operational legislative and statutory requirements.
6. Supervise financial reporting to relevant external agencies, including on Fringe Benefit Tax, compliance and audit reporting, and banking of funds allocated to the Commission.
7. Support the organisation's business planning processes and lead the budget processes, forecasting, monthly and annual financial reporting for the Commission, management, and program teams.
8. Collaborate with other teams across the Commission to facilitate delivery of program objectives and Commission strategic priorities.
9. Manage Commission office accommodation related leases.
10. Supervise and manage the performance of staff in the Business Unit.
11. Represent the Commission in senior forums, meetings and consultations as required.

Eligibility

The successful candidate will have:

- An excellent working knowledge of Commonwealth government compliance with accounting, financial management and operational legislative requirements.
- High level analytical and problem-solving skills.
- Excellent written and oral communication skills including presentation, negotiation, and interpersonal skills.
- A demonstrated ability to effectively lead and manage a team.
- High-level decision-making skills incorporating strong judgement with the ability to capitalise on innovative alternatives and show initiative and professional judgement.
- Highly developed research, analytical and interpretation skills including an ability to interpret and apply legislation.
- A highly professional, positive, and solutions-focused approach to work including an ability to work flexibly across teams and anticipate and cope positively with change.
- High level contract and project management skills.

Notes

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

- A CV summarising your relevant experience and qualifications.

- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

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

Questions about the role can be directed to Christopher Leahy (02) 7232 6040.

Closing date for applications is **11.59pm Australian Eastern Standard Time (AEST), 13 September 2024.**

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

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

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

To Apply

Position Contact	Christopher Leahy, (02) 7232 6040
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0744818

Department of Health and Aged Care

Closing Date:Friday 20 September 2024

Reform Implementation Division
RID Reform Governance Branch RID RG Governance Section

Job Title	Administration Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$94,736 - \$106,876
Classification	APS Level 6
Position Number	24-RIDIV-25650
Agency Website	

Job Description

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

You will be part of an awesome team delivering effective internal and external governance to support aged care reform through internal and external councils. This is an interesting and high-profile area, with a high level of Executive exposure and contact with representatives of older people.

This role is critical to the business support and ministerial communication in the support of Governance secretariat functions. The APS 6 will be part of the team tasked to provide high level secretariat support to internal committees such as the Aged Care Transformation Program (ACTP) Steering Committee; and external committees such as the Council of Elders (CoE) and the National Aged Care Advisory Council (NACAC).

The role will lead and assist in providing logistic and administrative support and manage various tasks within the Governance team, including stakeholder management, secretariat and forward workplan management and facilitation of Aged Care reform. The candidate will require excellent attention to detail and the ability to plan and prioritise their workload, lead a small team and lead departmental coordination tasks in support of committees.

Duties

Responsibilities include:

- Support the Governance Secretariat team in providing the delivery of strategic and quality secretariat support to external Advisory Councils (such as Council of Elders and National Aged Care Advisory Council) and internal committees such as the Aged Care Transformation Program Steering Committee (ACT Steerco).
- Build and maintain positive and productive working relationships with internal and external stakeholders, committee members including departmental staff, executive, Minister's office and other Government agencies and consumer organisations demonstrating a commitment to confidentiality and discretion.
- Lead the team in the planning, coordination, and logistics of the delivery for council meetings.
- Assist with ensuring accuracy, consistency, and attention to detail in the development of all communication materials to all stakeholders.
- Contribute to forward work plans to align with broader aged care system reforms.
- Provide timely responses to all internal and external requests.
- Review processes and protocols to ensure effective and efficient delivery of support to members and internal stakeholders.
- Contribute to forward work plans to align with broader aged care.
- Adherence to appropriate recordkeeping and documentation procedures
- Assist other staff within the Governance team during peak periods and across committees as required. Given the nature of this position, and exposure to sensitive conversations and

information, the successful candidate will possess discretion, sound judgement, and attention to detail. The role is ideally suited to someone committed to working collaboratively across the department and key stakeholders to drive results.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level. **Notes**

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 24-RIDIV-25650 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

Text only mandatory when advertising both ongoing and non-ongoing roles in the same notice for a Specified Term vacancy:

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 6 months (maximum term should not exceed 18 months).

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

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Belinda Pasfield, 0421832815
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0746804

Department of Health and Aged Care

Closing Date:Friday 13 September 2024

Quality And Assurance Division
Harmonisation and Regulatory Strategy Branch Multiple Sections

Job Title	Program & Policy Officers, Harmonisation and Regulatory Strategy Branch (several positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD
Salary	\$84,627 - \$91,520
Classification	APS Level 5
Position Number	24-QAADIV-26347
Agency Website	

Job Description

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

The Harmonisation and Regulatory Strategy Branch in the Quality Assurance Division, Aged Care is seeking enthusiastic and experienced Program and Policy officers to work as part of a highly motivated and fast-paced area responsible for the development and implementation of the new aged care regulatory model framework that supports the implementation of aged care reforms, including the Aged Care Act.

Duties

- Perform research and analysis from a broad range of sources to support the design, development and implementation of effective regulatory policy and reform.
- Assist with briefing on the new model, including managing and responding to co-ord requests and ministerial correspondence on the new model.
- Prepare and progress a range of documentation including, reports, work plans and various procurement documents to a high standard.

- Develop and maintain strong working relationships with a range of internal and external stakeholders.
- Keep accurate and comprehensive records and provide secretariat support for internal and external committees and relevant governance groups as required.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level.

Notes

Applications close on the 13 September 2024 at 11:30pm AEST.

Applicants are asked to quote reference number 24-QAADIV-26347 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. 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 (this should not exceed a total of 24 months).

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

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Linda Langford, (02) 5132 6408
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0747027

Department of Industry, Science and Resources
(DISR)

Closing Date:Sunday 22 September 2024

Australian Radioactive Waste Agency
Safety and Technical Engineering

Job Title	Systems Engineer, APS6, Australian Radioactive Waste Agency
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	\$95,102 - \$103,134
Classification	APS Level 6
Position Number	1872_08/24
Agency Website	https://www.industry.gov.au/

Job Description

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

Develop a career in nuclear | Flexible working | Learn from industry professionals

The Systems Engineer is responsible for facilitating and enabling delivery of ARWA projects in the successful realisation of waste management and disposal solutions through the application of systems engineering. You will assist with identifying systems engineering requirements and provide advice and expertise to other teams in relation to the implementation of systems engineering processes across ARWA projects.

In Australia, radioactive waste is produced in hospitals, research facilities, and universities. Dedicated waste facilities safeguard these Australian institutes to enable continued innovation in areas of nuclear medicine and research. ARWA is committed to growing a network of nuclear professionals to support these institutes. Australia's niche nuclear industry draws on a diverse range of skill and expertise drawn from areas including underground infrastructure, community engagement, systems safety engineering, geological characterisation, physics, metallurgy, materials science, and more.

Duties

The Systems Engineer will provide specialist advice and guidance to teams that support the implementation of systems engineering processes across ARWA projects, including the elicitation and lifecycle management of requirements relating to disposal, treatment, and waste packaging systems.

Work collaboratively across teams to enhance cohesion, for example, you may be required to:

- Implement safety concepts into ARWA's design solutions.
- Promote a culture of safety and enhance engineering literacy and awareness among staff through knowledge sharing.
- Review work of other engineering disciplines to verify the engineering components of a project adequately interface with the work of other disciplines.
- Apply sound engineering principles to solve problems and make recommendations that promote safe outcomes.
- Research and understand complex technical information and inform other design teams of any recommendations.
- Prepare minutes, proposals, and present findings.
- Collaborate with technical and non-technical teams within ARWA and various contractors and consultants.

Eligibility

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

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

Notes

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

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

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

To Apply

Position Contact	ARWA Human Resources, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0747033

Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 22 September 2024

Australian Radioactive Waste Agency
Safety & Technical Engineering

Job Title	Civil Engineer, APS6, Australian Radioactive Waste Agency
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA
Salary	\$95,102 - \$103,134
Classification	APS Level 6
Position Number	1871_08/24
Agency Website	https://www.industry.gov.au/

Job Description

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

Develop a career in nuclear | Flexible working | Learn from industry professionals

The Civil Engineer provides technical advice and expertise relating to civil aspects of projects across the agency that may incorporate hydraulic, pavement, geotechnical, and leaching designs. The Civil Engineer is responsible for verifying that technical designs comply with minimum industry standards and codes of practice.

As a Civil Engineer, you will be required to review and evaluate the work of other engineering disciplines to verify that civil components of projects adequately interface with contributions from other technical areas. You will devise efficient work scopes for engineering activities that align with overall project objectives and support the integration of safety, environment, and security in the context of broader design implications.

In Australia, radioactive waste is produced in hospitals, research facilities, and universities. Dedicated waste facilities safeguard these Australian institutes to enable continued innovation in areas of nuclear medicine and research. ARWA is committed to growing a network of nuclear professionals to support these institutes. Australia's niche nuclear industry draws on a diverse range

of skill and expertise drawn from areas including underground infrastructure, community engagement, systems safety engineering, geological characterisation, physics, metallurgy, materials science, and more.

Duties

The Civil Engineer will provide technical advice relating to civil aspects of ARWA's projects not limited to hydraulic, pavement, geotechnical, and leaching design.

Work collaboratively across teams to enhance cohesion, for example, you may be required to:

- Implement safety concepts into ARWA's design solutions.
- Promote a culture of safety and enhance engineering literacy and awareness among staff through knowledge sharing.
- Review work of other engineering disciplines to verify the components of a project adequately interface with the work of other disciplines.
- Apply sound engineering principles to solve problems and make recommendations that promote safe outcomes.
- Research and understand complex technical information and inform other design teams of any recommendations.
- Prepare minutes, proposals, and present findings.
- Collaborate with technical and non-technical teams within ARWA and various contractors and consultants.

Eligibility

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

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

Notes

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

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

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

To Apply

Position Contact	ARWA Human Resources, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and
Resources

Vacancy VN-0747133

Department of Industry, Science and Resources
(DISR)

Closing Date:Friday 13 September 2024

Chief Counsel and Integrity
Integrity Risk and Integrity Strategy

Job Title	Assistant Manager - Climate Risk
Job Type	Full-Time, Ongoing;Non-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	\$117,760 - \$125,059
Classification	Executive Level 1
Position Number	1863_08/24
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=E6A0F071-B580-283A-D77E-DB07ED4F5630>

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 position is in the Risk and Integrity Culture Section. The team is responsible for building a positive risk and integrity culture across the department. Our work supports the Secretary to have an appropriate system of risk oversight and internal controls for the management of the department. We also undertake activities to promote and support a 'speak up' culture in the department.

What's in it for you?

You will be part of a dynamic team with staff working remotely and in Canberra. As a risk practitioner, you will develop knowledge about all facets of a department that deals with a broad and exciting range of policies and programs and provide timely risk advice to departmental staff.

You will interact with members of the department's executive and attend sub-committee meetings. Additionally, you will be joining a people focussed department that is inherently interesting and a great place to work, no matter where you work from.

Our ideal candidate

Our ideal candidate is someone who is/has:

- An experienced risk practitioner with proven technical expertise
- Strong written and verbal communications skills
- Confident presenting information to small and large groups
- High level stakeholder engagement skills and be able to liaise with people at different levels
- Sound judgement and a strong research, analysis and problem solving background
- Organised and able to work independently and as part of a team. Ability to see projects through to completion is essential

- A strategic thinker and able to think pragmatically to achieve objectives
- Is customer focused and able to compromise
- Able to manage continuous improvement processes
- Adaptable and able to manage change
- Experienced in managing staff (not essential, but preferred)
- Knowledge of climate risk management in a government context or transferrable skills (desired, not essential)

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**

This role is dedicated to managing the Climate Risk and Opportunity Management Program (CROMP). The role requires the ability to effectively prioritise tasks to deliver climate risk analysis and briefing material in a timely manner. You will need to demonstrate an ability to negotiate persuasively and facilitate/lead climate risk conversations with stakeholders to meet strategic business objectives.

The position will be driving the implementation and increasing maturity of the CROMP. This includes embedding climate risk within established Enterprise Risk reporting, completing entity wide climate risk assessments, coordinating CROMP and APS Net Zero disclosure requirements, and building climate risk capability in the department. Concurrently, you will be supporting the organisation with day-to-day risk management queries and processes. Being a self-starter, you will help to develop and implement departmental risk resources, training and planning tools and contribute to the uplift of risk culture in the department.

You will also be required to undertake training in the Climate Risk field.

Key tasks for this position include:

- Prepare or edit briefs/risk products for the department's Executive Board and Sub Committees.
- Provide advice and assistance to stakeholders on climate risk
- Modify and tailor whole of government climate risk guidance processes and tools to be fit for the department
- Develop and deliver internal climate risk training and climate risk capability uplift
- Stakeholder negotiation and coordination with different groups across the department to deliver on CROMP reporting requirements
- Conduct the entity wide climate risk assessment
- Management/mentoring of staff may be required, however there are currently no direct reports for this position.

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 recruitment process is being used to fill one ongoing EL1 position. A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department offers flexible work opportunities including for this role. This position can be based in any major Australian city or other location as negotiated. 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>

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

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To Apply

Position Contact	Jen McCaffrie, 02 6102 8032
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=E6A0F071-B580-283A-D77E-DB07ED4F5630

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Industry, Science, Energy and Resources

Vacancy VN-0747149

Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 22 September 2024

Australian Radioactive Waste Agency
Safety and Technical Planning and Implementation

Job Title	Document Controller, APS5, Australian Radioactive Waste Agency
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	\$83,460 - \$88,055
Classification	APS Level 5
Position Number	1904_08/24
Agency Website	https://www.industry.gov.au/

Job Description

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

Work within an emerging industry | Progress your career | Access flexible working

The Document Controller works collaboratively across the branch to manage and coordinate critical operational documents and information. As a Document Controller, you will be responsible for the provision of document controls as a key element of the quality control process to support the management of projects. The Document Controller provides advice and support on the storage and management of technical documentation and the use of electronic document management systems. The role will support the implementation of knowledge management business practices to ensure critical knowledge is captured, recorded, and transferred.

"In my role at ARWA, no two days are the same. I get to work on complex challenges that allow me to think outside the box for solutions. Our culture of learning and ideas-sharing means I've had more development opportunities at ARWA than at any other point in my career. I feel lucky to work with many experts in their fields at ARWA. ARWA encourages me to find flexible work arrangements that suit my personal life while also supporting me to succeed in my career." ~ Catherine

Duties

- Define, evaluate, and improve document control and management practices in collaboration with other teams including developing processes creating templates.
- Actively coordinate document reviews through document review cycles for approvals and acceptance of deliverables.
- Manage controlled documents ensuring appropriate storage, approvals, and access for documentation.
- Action and manage requests for documentation, document numbers, and document updates in line with established document management procedures.
- Undertake quality assurance activities to ensure users comply with ARWA’s processes and relevant standards.
- Identify opportunities for improvement to documentation control processes and procedures and act on improvement requests by project directors and their teams.

Eligibility

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

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

Notes

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

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

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To Apply

Position Contact	ARWA Human Resources, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Job Title	Advisor, ICT Contracts and Procurement
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$120,188 - \$140,170
Classification	Executive Level 1
Position Number	2510
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

Advisor, ICT Contracts and Procurement

WFH and Office

AMSA Level 6 (EL1 Equivalent)

Salary Range \$120,188 to \$140,170 + 15.4% super

Ongoing - Full Time

We are looking for a passionate and motivated ICT Contracts and Procurement manager to join AMSA, where you will work with significant autonomy providing contracts, accounts and procurement support and advice. This is a new position created within AMSA’s ITS Accounts, Contracts and Procurement team. The position is being offered in Canberra on an ongoing basis.

- Utilise your Contract Management skills and experience to track and report on contract expenditure.
- Assist in the management of a diverse range of technology contracts, with a particular emphasis on major software contracts.
- Be part of a small agency supporting essential Government services, including promoting maritime safety and protection of the marine environment.

ABOUT THE ROLE

Reporting to the section head, a successful candidate will use their strong Contract Management skills to support AMSA's ICT accounts, contracts and procurement activities. This position will also oversee the workflow for ICT related invoices and handling general procurement enquiries carried out by the teams IT Purchasing Co-Ordinator.

You will be responsible for:

- Contract Management, with a particular emphasis on ensuring licencing arrangements are optimised for major software contracts (Microsoft, Adobe and Oracle).
- Working closely with stakeholders to provide input into the ICT budget forecasts, including implementing a structured and repeatable approach to presenting data.
- Undertaking analysis and preparing reports in relation to contract and procurement activities.
- Analysing contract funding approvals to ensure PGPA Act compliance.
- Providing support and leadership for the IT Purchasing Co-Ordinator.

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Government Contract Management and Procurement experience, ideally with skills that extend to managing large software contracts.
- Demonstrated skills and experience working in a fast moving government ICT environment, including tracking contract expenditure and providing input into ICT budget forecasts.
- Expertise with Microsoft Excel.
- At least 5 years relevant experience in a similar role.
- Ability to collaborate broadly across AMSA business lines and IT Services to achieve positive outcomes for AMSA.
- Good working knowledge of the Public Governance, Performance and Accountability Act and the Commonwealth Procurement Rules.

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](#).

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

At AMSA we acknowledge the value diversity brings. Given the diversity of our role and our impact and influence on communities right across Australia, it is essential that we can draw on the diversity of our people in order to successfully deliver against our mission as a regulator of “ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”.

AMSA has developed and is implementing a Gender Equity Action Plan, which establishes a clear pathway for the organisation to achieve gender equity from the inside out.

We also encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. You can find more information about AMSA diversity and inclusion initiatives set out in our *Diversity and Inclusion Plan* [here](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by 11:55pm 18 SEPTEMBER 2024. 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 John Matthews on 02 6279 5617.

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the APS Act. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

Eligibility
Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia’s National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia’s precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – “Safe and clean seas, saving lives”. AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	John Matthews, 02 6279 5617
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0747325

Civil Aviation Safety Authority Australia

Closing Date: Sunday 15 September 2024

National Operations and Standards

Job Title	Executive Assistant to Senior Manager Band 1
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$75,783 - \$82,198
Classification	APS Level 4
Position Number	4075
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About The Opportunity

The Flight Standards Branch of the National Operations and Standards Division (NOS) is responsible for the development and maintenance of regulatory standards and guidance material, as well as the provision of policy and technical advice for areas covering flight operations, flight training, flight crew licensing, aerodromes, flight simulation training devices and air traffic management systems. This includes ensuring harmonisation where appropriate with ICAO and other international standards.

The Airworthiness and Engineering Branch of the National Operations and Standards Division (NOS) is responsible for policy, legislation, guidance material, internal procedures and processes for all elements of the airworthiness domain, as well as; aircraft certification; regulatory services and surveillance of design and production approval holders; monitoring and addressing unsafe conditions of in-service aircraft; and maintaining Australia's airworthiness obligations under the Chicago Convention and other international agreements.

As a Corporate Service 2 (above barrier) Executive Assistant, you will provide executive support to a Senior Manager Band 1. While working independently you will be responsible the day-to-day management of the Branch Manager's office and support of Branch functions and priorities. You will generally (but are not limited to):

- liaise as a first point of contact with internal and external stakeholders on policy, project or operational issues
- provide diary and administrative support to the Branch Manager

- use your knowledge of the functions and responsibilities of the Branch to coordinate work for key external stakeholders, i.e. International Civil Aviation Organization (ICAO) and the Australian Transport Safety Bureau (ATSB)
- work with branch staff to ensure that all correspondence is managed appropriately, and ensuring all deadlines are met
- assisting with the management of flight standards regulatory projects
- coordinate and work with relevant staff to provide responses to corporate documents
- anticipate requirements for, and timely preparation of, briefing material prior to internal and external meetings
- ensure all hardcopy and electronic documents within the Branch Manager's office are filed in accordance with approved records management processes and security requirements
- promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

Duties

Our Ideal Candidate

To be successful in the role you will require a high level of integrity, and strong communication and organisational skills to manage competing priorities for the successful delivery of branch, divisional and/or CASA wide objectives.

You will have sound judgement, a high degree of initiative, attention to detail and discretion in dealing with business matters. You will have the ability to work collaboratively with others and build productive relationships to achieve results in a busy, fast paced environment.

Ideal candidates are those who have ideally worked previously as an Executive Assistant, preferably in a regulatory or aviation technical environment. You will be a self-starter, motivated to contribute to aviation safety, have good judgement, be proactive and organised and results oriented. You will have demonstrated ability to:

- assist in the management and completion of discrete projects and taskings related to the development and ongoing maintenance of flight standards.
- liaise, manage and work professionally with a diverse range of internal and external stakeholders.
- prepare minutes, collate documents and research and assimilate information across a range of technical topics for distribution with a high level of attention to detail.
- quickly adapt to software applications including the use the MS Office suite
- display attention to detail with the ability to adapt to competing priorities and stay focused in a fast-paced environment.
- exercise strong discretion in a position of trust.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australian citizen or permanent resident.

We encourage applications from Aboriginal and/or Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people. **Notes**

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Brenda Cattle, 02 6217 1160
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0747326

Civil Aviation Safety Authority Australia

Closing Date: Sunday 15 September 2024

National Operations and Standards

Job Title	Executive Assistant to Senior Manager Band 1 - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$75,783 - \$82,198
Classification	APS Level 4
Position Number	4075
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About The Opportunity

The Flight Standards Branch of the National Operations and Standards Division (NOS) is responsible for the development and maintenance of regulatory standards and guidance material, as well as the provision of policy and technical advice for areas covering flight operations, flight training, flight crew licensing, aerodromes, flight simulation training devices and air traffic management systems. This includes ensuring harmonisation where appropriate with ICAO and other international standards.

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- liaise as a first point of contact with internal and external stakeholders on policy, project or operational issues
- provide diary and administrative support to the Branch Manager
- use your knowledge of the functions and responsibilities of the Branch to coordinate work for key external stakeholders, i.e. International Civil Aviation Organization (ICAO) and the Australian Transport Safety Bureau (ATSB)
- work with branch staff to ensure that all correspondence is managed appropriately, and ensuring all deadlines are met
- assisting with the management of flight standards regulatory projects
- coordinate and work with relevant staff to provide responses to corporate documents
- anticipate requirements for, and timely preparation of, briefing material prior to internal and external meetings
- ensure all hardcopy and electronic documents within the Branch Manager's office are filed in accordance with approved records management processes and security requirements
- promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

Duties

Our Ideal Candidate

To be successful in the role you will require a high level of integrity, and strong communication and organisational skills to manage competing priorities for the successful delivery of branch, divisional and/or CASA wide objectives.

You will have sound judgement, a high degree of initiative, attention to detail and discretion in dealing with business matters. You will have the ability to work collaboratively with others and build productive relationships to achieve results in a busy, fast paced environment.

Ideal candidates are those who have ideally worked previously as an Executive Assistant, preferably in a regulatory or aviation technical environment. You will be a self-starter, motivated to contribute to aviation safety, have good judgement, be proactive and organised and results oriented. You will have demonstrated ability to:

- assist in the management and completion of discrete projects and taskings related to the development and ongoing maintenance of flight standards.
- liaise, manage and work professionally with a diverse range of internal and external stakeholders.
- prepare minutes, collate documents and research and assimilate information across a range of technical topics for distribution with a high level of attention to detail.
- quickly adapt to software applications including the use the MS Office suite
- display attention to detail with the ability to adapt to competing priorities and stay focused in a fast-paced environment.
- exercise strong discretion in a position of trust.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australian citizen or permanent resident.

We encourage applications from Aboriginal and/or Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQA+ community, including transgender, gender diverse, and intersex people. **Notes**

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Brenda Cattle, 02 6217 1160
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0747293

National Archives of Australia

Closing Date: Sunday 29 September 2024

Various Various

Job Title	Digital Archiving Cadet
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Chester Hill NSW, Cannon Hill QLD, North Melbourne VIC, Burwood East VIC, Adelaide SA
Salary	\$74,638 - \$80,426
Classification	APS Level 4
Position Number	496888
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

The National Archives' Digital Archiving Cadet Program is an opportunity to continue professional study while getting hands-on experience in the management of digital records that define Australia's past and shape its future.

The **Access and Public Engagement branch** is responsible for helping the public access and engage with the national archival collection. The branch manages the digital platforms and research facilities that the public uses, delivers educational programs and exhibitions, provides marketing and communications support, and organises corporate events and partnerships.

The **Collection Management branch** is responsible for protecting the records in the national collection. This branch helps preserve as well as digitise records, so they are more accessible to the public. Collection Management also provides advice on information management policies and delivers services at National Archives offices around Australia.

While working part time (equivalent of three days a week) at National Archives, the Digital Archiving Cadet will be supported to complete the [Graduate Certificate in Digital Archiving](#) from Charles Sturt University. Learning will be completed remotely on a part time basis (2 subjects per semester, over two semesters / 0.5 load). All course fees will be fully covered by the National

Archives as part of the cadetship program. The study component of the cadetship is online and is to be completed outside of working hours at the National Archives.

The successful cadet will undertake three rotations during the eleven-month program, primarily in the Collection Management, and Access and Public Engagement branches. During the rotations, the successful cadet will build practical skills and experience in a range of roles.

Duties

Tasks will vary from cadet to cadet, dependent on rotations, but may include (not limited to) the following:

- Arranging and describing archival collections
- Digitisation of collection items
- Responding to client queries
- Assisting with public seminars
- Research in different aspects of recordkeeping and archival management
- Preservation of collection items
- Transfer of archival records

Desirable attributes for the successful Digital Archiving Cadet include:

- ability to collaborate with others to achieve the best possible outcomes
- ability to incorporate feedback into your work
- an eagerness to learn new concepts, models and workflows
- ability to explore ways of improving processes and/or systems
- ability to seek out and understand information from a range of sources
- ability to learn and use various systems and software
- eligibility to enrol in the Graduate Certificate in Digital Archiving at CSU
- ability to complete Graduate Certificate in Digital Archiving
- adherence to APS Values and Code of Conduct
- contribution to a safe, healthy and diverse workplace, working within a team environment.
- implementation, promotion and application of the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2030](#) and [Our Values](#).

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)
- Successful applicants must meet the requirements (either an undergraduate university degree, or 5 years minimum equivalent professional experience in a related field) for enrolment in the Graduate Certificate in Digital Archiving at Charles Sturt University– for more information see: Graduate Certificate in Digital Archiving - Study (csu.edu.au).
- Successful applicants will be required to undergo the process to obtain and maintain the required security clearance level for the role as indicated.
- Successful applicants will be required to undergo a mandatory National Police Check.
- Your employment with National Archives will be contingent on the satisfactory completion of a three-month period of probationary employment.

Notes

- Preference will be given to applicants who are able to work in Canberra, but requests to be based in Adelaide, Brisbane, Melbourne or Sydney will be considered. Relocation assistance may be provided on a case-by-case basis.
- The selection process may include a mix of group interviews and individual interviews.
- The full cost of university fees will be covered by the National Archives with the provision that cadets must sign an agreement to complete all components of the program, including studies and work placements. Failure to complete the program may result in a request to reimburse fees for any incomplete studies.

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

About the National Archives of Australia

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

To Apply

Position Contact	Serena Coates, 61 7 3249 4211
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0747316

National Archives of Australia

Closing Date:Sunday 29 September 2024

Various Various

Job Title	Digital Archiving Cadet (Affirmative Measure – Aboriginal and/or Torres Strait Islander)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	North Melbourne VIC, Canberra ACT, Cannon Hill QLD, Chester Hill NSW, Burwood East VIC, Adelaide SA
Salary	\$74,638 - \$80,426
Classification	APS Level 4
Position Number	496889
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

The National Archives' Digital Archiving Cadet Program is an opportunity to continue professional study while getting hands-on experience in the management of digital records that define Australia's past and shape its future.

The Digital Archiving Cadet (Affirmative Measure - Aboriginal and/or Torres Strait Islander) role is open to applicants of Aboriginal and/or Torres Strait Islander heritage only.

The successful cadet will undertake three rotations during the eleven-month program, primarily in the Collection Management, and Access and Public Engagement branches. During the rotations, the successful cadet will build practical skills and experience in a range of roles.

The Access and Public Engagement branch is responsible for helping the public access and engage with the national archival collection. The branch manages the digital platforms and research facilities that the public uses, delivers educational programs and exhibitions, provides marketing and communications support, and organises corporate events and partnerships.

The Collection Management branch is responsible for protecting the records in the national collection. This branch helps preserve as well as digitise records, so they are more accessible to the public. Collection Management also provides advice on information management policies and delivers services at National Archives offices around Australia.

While working part time (equivalent of three days a week) at National Archives, the Digital Archiving Cadet will be supported to complete the [Graduate Certificate in Digital Archiving](#) from Charles Sturt University. Learning will be completed remotely on a part time basis (2 subjects per semester, over two semesters / 0.5 load). All course fees will be fully covered by the National Archives as part of the cadetship program. The study component of the cadetship is online and is to be completed outside of working hours at the National Archives.

Duties

Tasks will vary from cadet to cadet, dependent on rotations, but may include (not limited to) the following:

- Arranging and describing archival collections
- Digitisation of collection items
- Responding to client queries
- Assisting with public seminars
- Research in different aspects of recordkeeping and archival management
- Preservation of collection items
- Transfer of archival records

Desirable attributes for the successful Digital Archiving Cadet include:

- ability to collaborate with others to achieve the best possible outcomes
- ability to incorporate feedback into your work
- an eagerness to learn new concepts, models and workflows
- ability to explore ways of improving processes and/or systems
- ability to seek out and understand information from a range of sources
- ability to learn and use various systems and software
- eligibility to enrol in the Graduate Certificate in Digital Archiving at CSU
- ability to complete Graduate Certificate in Digital Archiving
- adherence to APS Values and Code of Conduct
- contribution to a safe, healthy and diverse workplace, working within a team environment.
- implementation, promotion and application of the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2030](#) and [Our Values](#).

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)
- Applicants must meet the requirements (either an undergraduate university degree, or proof of equivalent professional experience in a related field) for enrolment in the Graduate Certificate in Digital Archiving at Charles Sturt University– for more information see: Graduate Certificate in Digital Archiving - Study (csu.edu.au).
- Affirmative Measures: 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 Eligible applicants:
 - are of Aboriginal and/or Torres Strait Islander descent; and
 - identify as Aboriginal and/or Torres Strait Islander; and
 - are accepted by their community as being Aboriginal and/or Torres Strait Islander.
- Confirmation of Heritage: Evidence of Aboriginal or Torres Strait Islander status.
- To demonstrate eligibility for employment under this affirmative measure, you are required to provide evidence of your heritage as an Aboriginal and/or Torres Strait Islander person within your first three-months of employment. Suitable evidence of Aboriginal or Torres Strait Islander status may include:
 - A letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or
 - Confirmation of Aboriginal and/or Torres Strait Islander descent document executed by an Indigenous organisation.

Please visit [Aboriginal and Torres Strait Islander Recruitment Guide | Australian Public Service Commission \(apsc.gov.au\)](#) for more information or contact us to discuss this process and let us know how we can support you.

- Successful applicants will be required to undergo the process to obtain and maintain the required security clearance level for the role as indicated.
- Successful applicants will be required to undergo a mandatory National Police Check.
- Your employment with National Archives will be contingent on the satisfactory completion of a three-month period of probationary employment.

Notes

- Preference will be given to applicants who are able to work in Canberra, but requests to be based in Adelaide, Brisbane, Melbourne or Sydney will be considered. Relocation assistance may be provided on a case-by-case basis.
- The selection process may include a mix of group interviews and individual interviews.

- The full cost of university fees will be covered by the National Archives with the provision that cadets must sign an agreement to complete all components of the program, including studies and work placements. Failure to complete the program may result in a request to reimburse fees for any incomplete studies.

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

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

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To Apply

Position Contact	Serena Coates, 61 7 3249 4211
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0747339

Job Title	Administrative Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$74,638 - \$80,426
Classification	APS Level 4
Position Number	50934/ 496882
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

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

The Government Information Policy and Standards Section is responsible for strategic initiatives, information and metadata standards in relation to Australian Government information assets. We create and promote best practice to be used by Australian Government agencies through the project delivery for the Building trust in the public record policy. This position would suit someone with a level of experience in administrative processes that support business activities of a team.

Duties

Under supervision, the main duties of the role are to:

- Provide administrative support to help the team deliver projects and business-as-usual tasks as outlined in our annual section plan.
- Undertake research to analyse and monitor the national and international information management environment.
- Set own short-term goals and priorities in line within established section objectives.
- Contribute ideas to improve the efficiency of workflows. Be flexible and innovative while working as part of the team.
- Prepare routine documentation and correspondence.
- Utilise record-keeping business systems and Microsoft Teams in a business environment
- Help solve problems, contribute to and participate in National Archives' change agenda.
- Apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2030](#) and ["Our Values"](#).

Desirable: experience with Microsoft Office productivity software, with Excel and Word as a minimum. Familiarity with data, information or records management systems used within a business environment, including Microsoft 365. You may include evidence of skills, knowledge and experience in your application.

Eligibility

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

Notes

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

About the National Archives of Australia

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To Apply

Position Contact	John Schilling, 0411174330
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0747139

Office of the eSafety Commissioner

Closing Date: Sunday 15 September 2024

eSafety
Technology, Data and Digital Enablement Digital Enablement, Data & Project
Delivery

Job Title	Data Analyst & Senior Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Melbourne VIC, Pyrmont NSW
Salary	\$91,193 - \$124,958
Classification	APS Level 6;Executive Level 1
Position Number	2620-2024-1
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

We are looking for passionate and experienced Data Analysts to join the team working across the organisation to help uplift our data capabilities and assist busy data stewards with delivering data analytics and reporting outcomes. As a data analyst within the team you will review data to identify key insights into our business and ways the data can be used to identify trends and solve problems.

Our ideal candidates will have a demonstrated ability to develop collaborative and productive working relationships with a range of internal stakeholders on data analytics projects. The candidates will have a strong blend of technical, data and communication skills, both written and verbal, and be able to demonstrate an ability to document processes, guidelines and business requirements.

The candidates will:

- possess high-level knowledge and skills across a range of data-related functions, including the statistical analysis of datasets, data modelling, and data linkage and management
- be experienced in working with structured and unstructured data from a variety of sources, as well as identifying and remediating data quality issues and developing data quality improvement processes
- have experience with the end-to-end process of developing data products; from creating, documenting and analysing data models, through to the visualisation of data products for stakeholders
- be able to generate meaningful insights from eSafety's data holdings and be able to present these to business areas using reports, dashboards and other visualisation techniques (using Power BI as a core tool)
- provide support and guidance to stakeholders in the interpretation of analytical results
- demonstrate highly developed organisational skills and the capacity to manage competing demands to meet deadlines
- show evidence of their ability to identify opportunities and challenges related to data and their ability to leverage or remediate them
- have a commitment to sharing knowledge, teaching others and establishing effective standards and practices.

Duties

The candidates will be comfortable working with structured and unstructured data, in an environment with maturing data systems and a newly established data warehouse. They will enjoy the opportunity to work in an evolving environment and help shape our approach, finding fulfilment in helping support data stewards across the whole organisation in delivering optimised, reliable and reusable dashboards and reports. This work includes playing a key role in progressing the team's digital dashboard roadmap using Power BI and helping respond to and remediate identified data quality issues.

The candidates will work in the Digital Enablement and Data Team within the Technology, Data and Digital Enablement Branch alongside a small team consisting of a Data Analyst, Data Quality Analyst, Data and Information Governance Lead, Data Architect and Data Engineer, providing data analysis as a service to various areas within the organisation including Investigations, Regulatory Enforcement, Education and Research.

The successful candidates will enjoy getting hands-on to turn data into usable information, information into insights, and insights into business decisions. This may include taking responsibility for producing a monthly insights report for key stakeholders and providing input into annual reporting amongst other work. Working with data at all stages of the analysis pipeline, the candidate will be experienced in data mining, data management, statistical analysis and data presentation techniques.

The role will work closely with the broader Data Team as well as intelligence coordinators, research, and data stewards across the business to establish data analytics requirements and identify high value opportunities to deliver data and insights reports and visualisations using Power BI.

Eligibility

To be eligible for employment with the ACMA, applicants must be an Australian citizen.

Successful candidates must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. [Australian Government Security Vetting Agency \(AGSVA\)](#).

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australian's at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Robert Keay, 03 9963 6715
Agency Recruitment Site	https://www.acma.gov.au/careers

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Aboriginal Hostels Limited

Closing Date:Friday 06 September 2024

SA Operations
Operations Branch Luprina Hostel

Job Title	Housekeeper
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Dudley Park SA
Salary	\$56,774 - \$61,883
Classification	APS Level 2
Position Number	VN13624
Agency Website	

Job Description

<https://www.ahl.gov.au/work>

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

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, First Nations employees make up approximately 50% of our workforce.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people. We offer rewarding experiences and rewarding employment conditions.

AHL is looking for an experienced Housekeeper who is highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents in our Luprina Hostel, Adelaide, SA.

Duties

- As a Housekeeper, your duties and responsibilities will include:
- Ensure the hostel is serviced and cleaned to a high standard
 - Ensure the adequate supply of cleaning products, linen and other relevant items are available and stored appropriately
 - Ensure all rooms are checked regularly for repair and maintenance requirements, and that appropriate notifications are reported to the Hostel Manager or Assistant Hostel Manager.

For further information about these roles and how to apply please refer to the Vacancy Information available on our website - [Work with us | Aboriginal Hostels Limited \(ahl.gov.au\)](https://www.ahl.gov.au)

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

Qualifications/Experience:
The following qualifications will be highly regarded:

- Certificate II in Hospitality.
- Chemical Handling Training.

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>

About the Aboriginal Hostels Limited

To Apply

Position Contact	Karen Joslyn, 08 7231 4620
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0747334

Aboriginal Hostels Limited

Closing Date:Thursday 12 September 2024

People Branch Payroll

Job Title	Payroll Officer & Payroll Systems Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Phillip ACT
Salary	\$71,560 - \$101,022
Classification	APS Level 4;APS Level 6
Position Number	VN13524
Agency Website	

Job Description

<https://www.ahl.gov.au/work>

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Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

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, First Nations employees make up approximately 50% of our workforce.

AHL is looking for experienced APS4 Payroll Officer's and an APS6 Payroll System Officer to join our payroll team.

Duties

As an APS4 Payroll Officer, your duties will include:

- Accurately process a wide range of salary, leave and entitlement-related transactions, in accordance with relevant legislation, delegations, policies, and procedures.
- As required, provide internal clients and managers with general advice and guidance in relation to the submission of leave, completion of employee timesheets, and other employee-related documentation.
- Assist with processes that ensure AHL's PAYG taxation, superannuation, and payroll deductions are correctly calculated, paid, and reported in accordance with associated guidelines. Undertake salary and/or leave reconciliation tasks, as required.
- Undertake fortnightly reviews to update employee payroll records and ensure that associated superannuation contributions are correctly administered, paid, and reported.
- Prepare and send payroll-related correspondence, including e-mails, to ensure that AHL employees receive accurate and timely advice regarding their entitlements and associated conditions of employment.
- Maintain the personnel and leave records of AHL employees, in an accurate and timely manner.
- At all times, provide internal and external clients & agencies with a high level of customer service and support.

As an APS6 Payroll Systems Officer, your duties will include:

- Supervise the day-to-day activities of the Payroll Operations Team, to ensure the delivery of high-quality payroll services for the organisation, in accordance with the AHL Enterprise Agreement and relevant legislation, policies and guidelines. Assist with the professional development of team members and provide guidance and on-the-job training, as necessary.
- As required, administer AHL’s Human Resources Management Information System (EMPOWER) and its associated Employee Self Service module, and manage security profiles for all users. Process fortnightly payrolls and ensure that end-of-financial-year related tasks are completed within required timeframes.
- Manage the AHL Payroll ServiceDesk and distribute work items to team members. Monitor workflows and ensure that tasks are completed within required timeframes.
- Complete payroll-related compliance activities, including the checking of more complex tasks and calculations. Ensure that relevant delegations are being correctly applied at all times.
- Ensure AHL’s PAYG taxation and superannuation contributions are calculated, paid and reported in accordance with associated guidelines and timeframes. Ensure that fortnightly salary reconciliations and related reimbursement activities are completed.
- Liaise with internal and external stakeholders and agencies on matters including financial and other reporting, payroll reconciliations, leave provisions and general compliance activities.
- Undertake HR reporting tasks, including ad-hoc reporting for staff and managers, to support internal and legislative reporting requirements. Ensure that all correspondence produced by the team is of a high quality and can be readily understood by recipients.

Please refer to the Vacancy Information available on our website for further information about position positions - [Work with us | Aboriginal Hostels Limited \(ahl.gov.au\)](#) **Eligibility**

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)

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>

About the Aboriginal Hostels Limited

To Apply

Position Contact	Isabel Rogers, 02 6212 2082
Agency Recruitment Site	https://www.ahl.gov.au/work

- 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-0747208

Australian Institute of Aboriginal and Torres Strait
Islander Studies

Closing Date:Monday 09 September 2024

Research and Education
Indigenous Country and Governance

Job Title	Project Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,341 - \$87,572
Classification	APS Level 5
Position Number	183_08/24
Agency Website	https://aiatsis.gov.au/

Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

This is an Identified position open to all Australian Citizens

About the Group

The purpose of the Research and Education Group (REG) is to: define, lead, produce, share and support cutting edge research and learning by, with, and for Aboriginal and Torres Strait Islander peoples.

About the Program Area

The Indigenous Country and Governance (ICG) Program sits within the Research and Education Group. The ICG team produces, shares, and supports leading edge research and products in the fields of Native Title, Traditional Ownership, Indigenous governance, and caring for country including land, sea and water. The team works to provide an effective and influential evidence base to inform policy, practice and decision-making in the context of native title, Indigenous land management, self-determination and knowledge transfer.

About the Role

As a Project Officer, under the supervision of the Director, you will provide project management administration in the delivery of the ICG workplan activities, including coordinating, monitoring, evaluating and reporting tasks.

Duties

- Assisting in the delivery and tracking of a range of projects using project management software.
- Monitoring and reporting weekly on progress against project, including milestone tracking and exception reporting.
- Working with external and internal project stakeholders in the development and implementation of project plans.

- Undertaking a variety of other administrative tasks, including records management and logistics, as required.

Eligibility

Cultural capability

The ideal candidate will come with the cultural experience and attributes below:

- An understanding of the AIATSIS vision to create a world in which Aboriginal and Torres Strait Islander people's knowledge and cultures are recognised, respected, celebrated, and valued.
- An informed, authentic, and respectful understanding of Aboriginal and Torres Strait Islander cultures and societies.
- Respect for Aboriginal and Torres Strait Islander peoples and communities.
- A willingness to develop knowledge and understanding in ethical best practice as it applies to Aboriginal and Torres Strait Islander research.

Our ideal candidate

The ideal candidate will come with the skills, experience, and attributes below:

- An ability to work flexibly and collaboratively as part of a team.
- High level time management and organisational skills, with a track record of meeting deadlines.
- Administrative expertise and experience in providing project support, including coordinating schedules, monitoring activities, and working across multiple tasks and with competing priorities.
- Strong communication skills with the ability to clearly and effectively communicate key messages.
- High level interpersonal skills with the ability to develop and maintain effective and respectful relationships with internal and external stakeholders.
- Experience in using the Microsoft Office 365 suite.

Notes

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?

As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies

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 Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Lilly-Rae Jones, 02 6261 4251
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0747236

Department of the Prime Minister and Cabinet

Closing Date:Sunday 15 September 2024

Corporate Division
Governance, Performance and Audit Audit and Governance Secretariat

Job Title	Adviser, Audit and Governance Secretariat
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$94,715 - \$106,438
Classification	APS Level 6
Position Number	PMC/2024/130
Agency Website	

Job Description

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

Who we are

The Governance, Performance and Audit (GPA) Branch is a small, dynamic and friendly team which sits within the Corporate Division. GPA is responsible for PM&C's internal governance arrangements, this includes: managing the annual audit program; secretariat support to the department's governance committees; coordination of operational and strategic planning (Corporate Plan, Annual Report, Business Plans); preparation of the Risk Management Framework, Risk Management Plan and Fraud Control Plan, and managing fraud control and investigations.

We have extensive reach across the department and work closely with the senior executive. Leading the audit team, this role has in-depth insight to many of the interesting programs of work of national significance being delivered by PM&C and in partnership across the APS.

What you will do

We are seeking a motivated, detail-oriented candidate to fill the role of Adviser, Audit and Governance Secretariat. You will work across the department to contribute to the development and delivery of the Internal Audit Work Program, support internal audit activities and coordinate activities for external audit, and provide secretariat support to the department's Audit and Risk Committee.

You will be part of a small team to:

- Contribute to the development, delivery and monitoring of the department's Internal Audit Work Program, including:
 - Undertaking research on audit topics.
 - Coordinating meetings with senior executives for the development and execution of the Internal Audit Work Program, including preparation of meeting materials.
 - Contributing to the preparation of reports on audit activities and implementation of audit recommendations.
 - Supporting business areas during the course of audit activity.
- Contract administration of audit service providers, including:
 - Coordinating the development of audit plans, milestone reporting, review of audit reports, and ensuring work is undertaken within the agreed scope.
 - Administering the contract payment schedule.
- Provide high level secretariat support to the Audit and Risk Committee, including:
 - Providing high level service to Committee Members.
 - Coordinating governance arrangements, including maintaining the Committee Charter and work plans.
 - Coordinating meeting arrangements, drafting briefs, agendas, papers, minutes and managing actions arising.
 - Coordinating the appointment of Committee Members and their contract administration.

- Foster and sustain relationships with key internal and external stakeholders, providing high quality advice and managing the resolution of issues.
- Support business areas during the course of internal and external audit activity, including liaison with external auditors.
- Improve workflow efficiencies through innovative management methods, streamlining administrative tasks and logistical support to business operations, including through the department's Planning and Recommendation Implementation System for Audit Management.
- Handle sensitive information, maintaining confidentiality and modelling ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.
- Other duties as required in consultation with the Director and Head of Internal Audit.

Duties

What you will bring

Relevant experience in internal and external audit and/or governance secretariat will be highly regarded, but is not essential. You will demonstrate the ability to contribute to a high performing small team in a time critical environment, manage competing priorities and demonstrate a flexible approach. Given the nature of this role and exposure to sensitive conversations and information, you will possess sound judgement, discretion and strong attention to detail. You will be committed to working collaboratively across the department to drive results, have a good understanding of the importance of the department's purpose and values, and a proven track record in supporting senior leaders.

To be successful in the role you will demonstrate:

- Strategic thinking and the ability to identify emerging issues.
- Highly developed verbal and written communication skills, including the ability to prepare clear, concise and influential written advice and correspondence.
- Excellent stakeholder engagement skills, with prior experience working with senior executives.
- Resilience and the ability to perform in a rapidly changing environment and under pressure.
- High level knowledge and skills in record keeping and building associated systems to ensure retention of corporate knowledge.
- The ability to work autonomously, showing personal drive, integrity and initiative.
- The ability to conduct research and generate information and insights from datasets for reporting purposes.

Eligibility

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

Notes

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

About the Department of the Prime Minister and Cabinet

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

To Apply

Position Contact	Melinda Rio, (02) 6228 6622
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0747213

National Indigenous Australians Agency

Closing Date:Friday 13 September 2024

Job Title	Assistant Director, Finance Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Brisbane QLD, Adelaide SA
Salary	\$121,717 - \$138,722
Classification	Executive Level 1
Position Number	NIAA/2024/134
Agency Website	https://www.niaa.gov.au/

We have opportunities available in the following teams:

- Finance Partner Team
- Financial Policy, Internal Budgets & Reporting Team
- External Budget Team

We are seeking someone who is professional and passionate about continuously improving processes and expanding knowledge within the team, and across the NIAA. The successful candidate will operate under broad direction, exercising a considerable degree of independence to determine the strategic direction for their team. This role requires ensuring alignment with agency goals and objectives through long-term planning. Our ideal candidates will take responsibility for both individual and team deliverables, monitor team progress, and ensure the delivery of positive outcomes.

Key qualifications include strong analytical and problem-solving skills, the ability to multi-task, and the capacity to thrive in a fast paced, deadline driven environment. Extensive experience in staff management is essential. Candidates must possess a tertiary qualification in finance or accounting, or relevant work experience.

Duties

For candidates applying for the Finance Partner Role, you will be responsible for:

- partnering with business areas and providing strategic expert advice on portfolio, group and branch budget planning (departmental and administered), costings and the development and monitoring of these budgets and spending
- providing strategic, insightful financial reporting to the Executive that identifies pressures, risks and opportunities and support decision making and effective resource management, driving enhancements in monthly financial reporting
- identifying, undertaking analysis and evaluation of emerging trends and drivers in the finance and budget work, and ensuring senior leadership are briefed on contentious items or significant issues that require attention or resolution
- researching, critically analysing and responding to complex and sensitive finance and budget management matters, leveraging the expertise of others to assist in high quality responses and resolution
- undertaking consultation across the Agency, APS and with other State/Territory Governments to understand evolving practices in finance and budget management practices

For candidates applying for the Financial Governance Role, you will be responsible for:

- managing the Agency's requirements under the Commonwealth Resource Management Framework
- ensuring the Agency has an effective financial governance framework in place
- maintaining and providing advice on NIAA's internal financial governance policies
- managing the Agency's PGPA Act non-compliance reporting, including the day-to-day administration of the FMCS and associated reporting
- planning, developing and delivering financial governance training
- managing a suite of financial governance documentation, including the Accountable Authority Instructions and Financial Delegations.

For candidates applying for the External Budget Role, you will be responsible for:

- developing the NIAA External Budget, including the collation of NIAA's Budget documents at each budget milestone
- briefing the executive and the Minister on Budget related matters
- managing NIAA appropriation through the Central Budget Management System
- engaging across the Agency, with Indigenous Portfolio Bodies, Department of the Prime Minister and cabinet, Department of Finance and the Minister's Office.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

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

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

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

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Andy Jin, (02) 6152 3946
Agency Recruitment Site	https://niaa.nga.net.au/?jati=737AFF65-CFCA-19CC-E643-DB082D3D32CC

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Social Services

Vacancy VN-0747341

National Disability Insurance Agency

Closing Date:Thursday 12 September 2024

ENTERPRISE TRANSFORMATION DIVISION
Contact Centre Branch NCC SUPPORT AND COMMUNICATIONS

Job Title	APS5 National Contact Centre Support and Communications
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Robina QLD, Deakin ACT, Geelong VIC, Dandenong VIC
Salary	\$83,453 - \$89,839
Classification	APS Level 5
Position Number	1462_07/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

Are you looking for a challenging and rewarding career opportunity within the NDIA? We have an exciting opportunity to join NDIA’s National Contact Centre (NCC) as an APS5 Support and Communications Officer.

The NDIA National Contact Centre (NCC) delivers personalised and high-quality contact services about the NDIS for people with disability, their families and carers, service providers and organisations. Our participants are at the very centre of everything we do.

The NCC achieves its role to deliver a quality NDIA by providing seamless, high-quality experiences across contact channels and first contact resolution.

Duties

Where you can add value

As an APS5 Support and Communications Officer, you will be pivotal in supporting your team and senior management. You will be responsible for providing policy advice within an area of specialisation with advice based on policies and legislation.

Your responsibilities may include, but may not be limited to:

- Drafting and contributing to high level correspondence and reports.

- Contributing to Process Design and new initiatives
- Creating and reviewing of knowledge articles, standard operating procedures, scripting and work instructions.
- Authoring and publishing new resources
- Providing feedback and support to teams to ensure quality outcomes.
- Stakeholder engagement
- Contributing to process improvements and implementation
- Communicating change in easy to understand plain language.

Enough about us, let's talk about you

This role will draw on candidates' excellent verbal and written communication skills and will require a considerable level of contact with internal and external stakeholders.

You will hold a key role in actively managing key internal and external stakeholder relationships. You may also represent and negotiate on behalf of the NDIA to advance the Scheme's interests across a range of forums.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement position

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Adele Fischer, 07 5501 6549
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0747273

Australian Office of Financial Management

Closing Date:Sunday 15 September 2024

Enterprise Risk and Assurance

Job Title	Risk and Assurance Analyst
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$88,746 - \$110,933
Classification	APS Level 5
Position Number	ERA-O5
Agency Website	https://www.aofm.gov.au/

Job Description

<https://www.aofm.gov.au/about/careers/current-opportunities>

Salary: \$88,746 to \$110,933 per annum plus 15.4% superannuation

We are seeking to fill an APS 5 Risk and Assurance Analyst position in the Enterprise Risk and Assurance (ERA) Unit within the Australian Office of Financial Management (AOFM). The successful applicant will work on a variety of tasks within the ERA Unit which aims to ensure the operations, processes, documentation, and functions of the AOFM are consistent with legislative and regulatory requirements and support the achievement of AOFM's vision and purposes as articulated in the AOFM Corporate Plan.

The ERA Unit is responsible for maintaining frameworks and programs that encourage AOFM's officials to proactively

identify and manage their obligations, risks (threats and opportunities) and controls. These frameworks include assurance, business continuity, enterprise risk management, fraud control, privacy, security, and resource management.

Work at this level involves the provision of specialist advice, undertaking projects, conducting research and analysis. Employees working at this level are responsible for determining their work priorities subject to guidance by their manager and for monitoring workflow in their areas of responsibility.

The Risk and Assurance Analyst will have the opportunity to work closely with senior staff and gain experience in wholesale financial markets involving aspects of risk, portfolio management and sovereign debt management.

Duties

Duties for the Risk and Assurance Analyst may include any of the following, with the work varying from week to week according to ERA priorities:

- Liaising with internal and external stakeholders on risk management and assurance activities to enhance AOFM's risk maturity and ensure a robust control environment.
- Developing and maintaining relevant policies, procedures and systems, which enable timely identification of risk exposures and reporting on risk profiles to inform decision-making.
- Assisting with business resiliency activities, including business continuity planning, business impact analysis, and related testing.
- Completing assurance monitoring activities as part of the assurance testing program.
- Providing advice, training and support to AOFM management and staff to enhance a positive risk and compliance culture.
- Periodic monitoring of changes, and adherence, to legal and policy obligations.
- Assisting with the preparation of a range of written materials, including reports, briefings and presentations for the CEO, Executive Leadership Group, Audit and Risk Committee, and Minister.
- Other tasks as required.

Behavioural

Attributes

The following behavioural attributes apply:

- Oral Communication
- Written Communication
- Judgment and Problem Solving
- Leadership and Initiative
- Output Management
- Relationship Management
- Self-Development

Qualifications:

A degree qualification in accounting, finance, economics, law, commerce, or a related discipline from a recognised tertiary institution.

Experience:

Experience working in a risk or assurance team would be an advantage. An understanding of governance of risk, exposure to financial markets and stakeholder management experience would also be beneficial.

Eligibility

- Citizen - applicants must be an Australian Citizen
- Security Clearance - positions at the AOFM require a Baseline security clearance.

- Other checks - successful applicants are required to undergo a mandatory Australian Federal Police Check and other checks to confirm their suitability for employment.

The AOFM will make arrangements to establish a security clearance and arrange suitability checks for successful candidates.

We encourage applications from the Australian community including Aboriginal and Torres Strait Islander people, people of all ages, people from culturally and linguistically diverse backgrounds, and people with disability.

We will accommodate requests for reasonable adjustment for people with disabilities to assist in the application and interview process.

Notes

About the Australian Office of Financial Management

The Australian Office of Financial Management (AOFM) is small specialised agency that plays a central role in the Australian financial markets. AOFM manages for Australia a portfolio of sovereign debt (as at 2023 some \$900 billion+) and a variety of financial assets (including the Structured Finance Support Fund and the Australian Business Securitisation Fund). AOFM ensures that the government's expenditure obligations are able to be met at all times. AOFM staff ensure that budget financing needs are delivered cost effectively without undue risk. The AOFM operates within global financial markets in order to effectively achieve AOFM's financing and portfolio management responsibilities.

To Apply

Position Contact	Manjuni Gregory, 02 6263 1111
Agency Recruitment Site	https://www.aofm.gov.au/about/careers/current-opportunities

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Climate Change, Energy, the
Environment and Water

Vacancy VN-0747284

Bureau of Meteorology

Closing Date:Friday 13 September 2024

Data & Digital
Observing Systems & Operations

Job Title	National Program Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$80,341 - \$87,572
Classification	APS Level 5
Position Number	6018953
Agency Website	

Job Description

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

We are seeking an enthusiastic and capable National Program Officer, to lead the development and delivery of National Observing Operations priorities and responsibility for the management of the Bureau's operational observing networks.

Who are you?

The successful candidate will play a vital role in the National Observing Operations team, providing essential administrative and operational support to ensure the successful execution of organisational uplift, initiatives, and national operations. This role requires a detail-oriented and organized individual who can effectively coordinate activities, maintain documentation, and provide administrative support to the NOO Leadership Team.

Who are we?

The National Observing Operations sections sits within the Bureau's Data and Digital Group, and operates 8 Technical Maintenance Hubs, one in each capital city and Cairns. Staff based at the Hubs travel far and wide and into remote areas, utilising 4WD's, planes, boats and helicopters to maintain service delivery within the various instrumentation networks.

Duties

- **Administrative Support:** Provide a range of administrative and support services, including routine correspondence, prepare reports, documentation and correspondence to support information flow and inform decision making. Support ongoing activities driving a nationally consistent approach to operations.
- **Communication Support:** Lead the preparation and distribution of communication materials. Facilitate communication among stakeholders, ensuring timely updates.
- **Meeting Coordination:** Schedule meetings, workshops, and reviews. Prepare meeting agendas and minutes, tracking action items and follow-ups. Provide logistics and event management support to ensure meetings, training activities and events are effectively organised, catered for and required technology is provided.
- **Documentation & Record Keeping:** Lead the preparation of operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores and stock control. Maintain accurate documentation, including plans, schedules, and reports. Organize and file records for easy retrieval and reference. Manage and coordinate National consistency of NOO Sharepoint sites.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (IBM Maximo) to accurately record asset information, asset performance and issue stakeholder communication. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.

- **Liaison and Representation:** Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
- **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
- **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
- **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.
- **Other Relevant Duties:** Undertake other duties as required.

Eligibility
Notes

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

About the 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	Mark Tell, 0483 002 059
Agency Recruitment Site	https://bomcareers.nga.net.au/

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Employment and Workplace Relations

Vacancy VN-0747199

Asbestos and Silica Safety and Eradication Agency

Closing Date:Monday 30 June 2025

Various
Various Various

Job Title	2024-2025 Temporary Employment Register
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	Sydney NSW, Canberra ACT
Salary	\$77,093 - \$166,214
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	Temp ASEA
Agency Website	https://www.asbestossafety.gov.au/what-we-do/asbestos-safety-eradication-agency

Job Description

<https://www.asbestossafety.gov.au/what-we-do/careers>

The Asbestos and Silica Safety and Eradication Agency (ASSEA) was first established in 2013 to oversee national actions to improve asbestos awareness and the effective and safe management, removal and disposal of asbestos. On the 15 December 2023, the agency’s functions were expanded to include silica through the Amendment of the Asbestos Safety and Eradication Agency Act 2013.

We were established with a clear purpose to coordinate the implementation, monitoring and reporting against the:

- Asbestos National Strategic Plan initially, now in its third phase (2024–2030), which aims to prevent exposure to asbestos fibres in order to eliminate asbestos-related diseases in Australia, and
- more recently the inaugural Silica National Strategic Plan 2024–2030, which aims prevent exposure to respirable crystalline silica in Australian workplaces so we can eliminate silica-related diseases.

Our mandated functions are:

- to encourage, coordinate, monitor and report on the implementation of the NSPs
- to review, amend or replace, publish and promote the NSPs
- to provide advice to the Minister about asbestos safety, asbestos-related diseases, silica safety and silica-related diseases
- to collaborate with Commonwealth, State, Territory, local and other governments, agencies or bodies (including international governments, agencies and bodies) regarding the NSPs
- to conduct, commission, monitor and promote research about asbestos safety, asbestos-related diseases, silica safety and silica-related diseases
- to raise awareness of asbestos safety, asbestos-related diseases, silica safety and silica-related diseases, including by developing and promoting materials on asbestos safety, asbestos-related diseases, silica safety and silica-related diseases
- to collect and analyse data required for measuring progress on preventing exposure to asbestos fibres, or respirable crystalline silica, and for informing evidence-based policies and strategies, and
- to promote consistent messages, policies and practices in relation to asbestos safety, asbestos-related diseases, silica safety and silica-related diseases.

Duties

You will be required to select job categories that best match your experience, skills and capabilities as well as outlining transferable skills you possess.

Listed below are the main categories of work found across the agency:

- Corporate and Administration
- Awareness and International
- Research, Evaluation and Data Analysis
- Strategy, Policy and Coordination

Eligibility

To be eligible to work for Asbestos and Silica Safety and Eradication Agency, applicants must be an Australian Citizen at the time the offer of employment is made.

An applicant should have suitable background in the field applied for and will also be assessed through a variety of pre-employment checks, including:

- Satisfactory completion of a criminal history check;
- evidence of qualifications (where required); and
- Obtaining a security clearance at the appropriate level.

Notes

ASSEA is a micro agency contained within the Employment and Workplace Relations portfolio. As a result we have limited resources and people to undertake our functions and often engage specialist expertise for short periods of time to contribute towards research and evaluation activities, communication and awareness activities and data management. In addition we use short term engagements to provide redundancy for our corporate functions, especially for finance and human resource functions.

Periods of engagement can be from three months to two years.

About the Asbestos and Silica Safety and Eradication Agency

The Asbestos and Silica Safety and Eradication Agency (ASSEA) oversees national efforts to prevent exposure to asbestos fibres and respirable crystalline silica in order to eliminate asbestos and silica related disease in Australia through coordinating the Asbestos National Strategic Plan and the Silica National Strategic Plan.

To Apply

Position Contact	Denise Winters, 1300 326 148
Agency Recruitment Site	https://www.asbestossafety.gov.au/what-we-do/careers

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Employment and Workplace Relations

Vacancy VN-0747277

Department of Employment and Workplace Relations
(DEWR)

Closing Date: Sunday 15 September 2024

Finance and Budget
Finance Branch FBP Corporate IT and DWEs

Job Title	Finance Business Partner
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$98,105 - \$107,880
Classification	APS Level 6
Position Number	24/2499
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Assistant Director Finance Business Partner, this role will support the delivery of accurate and effective budget management, monthly reporting and providing sound financial variance analysis through succinct written and verbal communication. Our team provides operational and strategic leadership and promote a culture of teamwork, accountability, and service to deliver and support high-quality outcomes across the Agency, meet deadlines, ensure compliance with required legislation and policies, and achieve organisational goals.

Finance Branch is responsible for the ongoing financial management and performance of DEWR and plays a critical role in ensuring the department is compliant with the Resource Management Framework (including the Public Governance, Performance and Accountability (PGPA) Act 2013 and the PGPA Rule), Accountable Authority Instructions, Financial Delegation schedules and other related policies.

We are seeking highly motivated candidates who demonstrate:

- Strong critical thinking abilities
- Proven research skills
- High-level administrative and analytical capabilities
- Ability to build productive relationships with a variety of stakeholders.
- Capacity to quickly acquire and apply knowledge of relevant legislative and policy frameworks
- Excellent interpersonal and communication skills, particularly in preparing and presenting monthly reporting briefs

This position offers a valuable opportunity to gain a deep understanding of the department's core functions from a finance perspective. It also provides a chance to further develop your skill set within the Australian Public Service (APS). **Duties**

Responsibilities of the APS Level 6 may include:

- Provide support and assistance to groups regarding development of their internal budgets.
- Lead the month-end accruals process and provide general advice on a broad range of financial and accounting matters.
- Produce monthly financial reports.
- Providing analysis and advice on the current and planned financial performance and position of the groups, and
- Working with internal stakeholders to assist in end of month management 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>

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Brandy Liang, 02 6121 3947
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Communications and the Arts

Vacancy VN-0747104

National Museum of Australia

Closing Date: Sunday 15 September 2024

Corporate Operations and Services
People and Culture

Job Title	Manager, People and Culture (HR Strategies and Payroll)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$113,927 - \$122,280
Classification	Executive Level 1
Position Number	150439
Agency Website	https://www.nma.gov.au/about/employment

Job Description

<http://www.nma.gov.au/about/employment>

The Manager, People and Culture (HR Strategies and Payroll) will be an enthusiastic people leader who shares our commitment to a strong and best practice HR culture. As the Executive Level 1 leader within People and Culture (P&C) you'll gain operational exposure within our small agency, focusing on HR strategic operations and planning.

Duties

Collaborating closely with other P&C Managers, your responsibilities will be multifaceted and include:

1. Senior Employee Relations Advice: You'll provide expert guidance on employee conditions and entitlements, ensuring fair and effective solutions.
2. Orchestrating Strategic Workforce Initiatives, fostering engagement, and cultivating outcome-driven partnerships.
3. Developing Learning and Development Tactics to enhance staff competencies.
4. Coordinating HR Policy Frameworks to ensure organisational compliance.
5. Managing Industrial Relations, including the oversight of Enterprise Bargaining processes.
6. Facilitating Dispute Resolution in accordance with the Code of Conduct and escalated performance management issues.
7. Analysing HR Data (apart from recruitment & WHS) to inform strategic decisions.
8. Supervising Payroll Operations and the execution of shared services.
9. Leading Employee Engagement through active consultation and managing Human Resources Committees, including the Workplace Consultative Committee (WCC) and the RAP working group (RAPWG).

Additionally, you will manage a small team, working in partnership with executives, managers, and employees to provide quality, best practice HR advice. Your support will be instrumental in building innovative and streamlined HR processes that strengthens the Museum's capability and overall performance. In our small team, you'll also have the chance to contribute to other areas of HR, including performance management and diversity and inclusion efforts.

Eligibility

We are seeking a candidate with over 5 years of experience in Human Resources (HR), ideally including at least 2 years focused on Employee Relations and with relevant team management experience. Specifically, we value expertise in management and providing HR advice, and handling HR reporting tasks of varying complexity.

The candidate will also have demonstrated expertise in managing a range of HR strategies including learning and development and

workforce planning. They'll be skilled at delivering innovative solutions to enhance the employee experience throughout the employee life cycle. Their experience should extend to working across multi-functional stakeholder groups, ensuring effective collaboration. Additionally, familiarity with the Aurion system (desired) will be advantageous. Time management, collaborative communication, and direct management of less experienced team members are also essential skills.

Attributes: The ideal HR professional will possess excellent interpersonal and communication skills, actively seek improvement opportunities, and effectively coach and manage team performance. They'll think broadly, uphold professional standards, pay attention to detail, and handle sensitive information with confidentiality. As a proud HR professional, they'll contribute to building a positive workplace culture.

Qualifications in Human Resources or related field would be beneficial.

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo a number of pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description

Notes

The National Museum of Australia (the Museum) is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Australian First Nations peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

In general, positions at the Museum are described as 'Identified positions' to signify that our roles require an understanding of the issues affecting Australian First Nations peoples. Our staff also require the ability to communicate and engage respectfully, authentically, and ethically with Australian First Nations peoples, businesses, and communities to build trust and long-term relationships.

The Museum is also committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

RecruitAbility applies to this vacancy. Under RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

To apply

Visit <http://www.nma.gov.au/about/employment> and apply online.

Applicants must include a one (1) page pitch addressing their suit ability for the role against the essential and desirable Skills, Experience and Qualifications defined in the position description with their application.

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

About the National Museum of Australia

The National Museum of Australia is a publicly funded institution governed as a statutory authority in the Commonwealth Arts portfolio. Established in 1980, it is headed by a Director appointed by the Governor-General. The Council is responsible for the conduct and control of the affairs of the Museum. The Museum building on Acton Peninsula opened on 11 March 2001.

To Apply

Position Contact	Ruth Wilson, 02 6208 5129
Agency Recruitment Site	http://www.nma.gov.au/about/employment

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