



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS35 Daily Gazette Wednesday - 30 August
2023.pdf**

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS35 Weekly Gazette Thursday - 31 August 2023.pdf.

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

These Vacancies Daily will also appear in the Gazette PS35 Weekly Gazette Thursday - 31 August 2023.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0729016

Australian Government Solicitor

Closing Date: Wednesday 13 September 2023

Australian Government Solicitor
Client Services

Job Title	Events Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 6
Position Number	TBC
Agency Website	

Job Description

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

Duties

Events Manager

- Ongoing/Non-ongoing (18-month contract)
- Full time Canberra based role
- Collaborative team and varied work

This is an exciting opportunity to take your career to the next level by joining AGS's dynamic Client Services Team. As the Events Manager, you will work alongside experienced professionals and contribute your skills to drive success for the organisation. You will be a part of the AGS Client Services Team who play an integral role in the delivery of AGS's market development and client service strategy.

About us

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

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

AGS is innovative. Drawing on an exceptional depth of experience and expertise, we assist the

Australian Government in the development and implementation of solutions to legal issues that have national importance.

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

About the role

As the Events Manager you will have an integral role in strengthening AGS's professional reputation by delivering successful forums, conferences and a range of other events. The role will include:

- delivering small and large high-profile, high-quality internal and external forums and other subject- or client-specific training and meetings
- venue and supplier contract management
- reviewing and updating AGS's national client relationship management system and generating email invitation lists for target event audiences and for communications as required
- coordinating and preparing various papers and brochures for conference packs; managing event budgets and venue contracts; providing speaking notes for forum chairs; and post-event feedback surveys, reporting and analysis.

The position is located within the AGS Client Services team based in Canberra. The successful candidate must have excellent communication/writing skills and attention to detail. A background in event management is highly desirable.

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

About you

The position is based within the AGS Client Services Team in Canberra. The successful applicant will have honed their skills in delivering excellent client service, with well-developed communication skills (written and verbal) and with experience in providing business support in the events management field. The applicant will have excellent organisational skills and problem-solving skills, be solutions-focused and will have a keen eye for detail to ensure high-quality service.

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 Wednesday, 13 September 2023.

Further enquiries

Further information can be obtained by contacting Valeria McGuinness, A/g Senior Business Development Manager on 02 6253 7296 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 660 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 6253 7529
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0729164

Australian Signals Directorate

Closing Date: Sunday 17 September 2023

Capability & Transformation Group
Mission Data

Job Title	ASD 4 & 5 Data Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Perth WA, Canberra ACT, Brisbane QLD
Salary	\$74,795 - \$121,733
Classification	APS Level 4;APS Level 5
Position Number	ASD/08165/23
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

Mission Data (MD) Division within ASD is responsible for providing the foundational data capabilities to support all of ASD's functions. We do this via the provision of data platforms and services, management of ASD's mission data, and providing complex analytic development and support, including Artificial Intelligence and Machine Learning capabilities. All roles within MD require extensive knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

The Role

An ASD4/5 Data Officer is responsible for the management and the day-to-day operations of Australian Signals Directorate (ASD) data systems ensuring accuracy, quality and compliance with policy. They will maintain a well-developed understanding of ASD's mission and policy requirements. They will undertake research and perform data management functions to achieve results. They will be required to engage and communicate with stakeholders to identify, respond, and collaborate on issues to achieve desired outcomes.

An ASD4/5 Data Officer will use programming languages and tools in their day to day work to manage data and information. They will analyse information structures and ensure that data is appropriately stored and archived, in line with relevant compliance considerations.

ASD4 Level

An ASD4 Data Officer will be accountable for organising their workflow, making decisions within their defined parameters relating to area of responsibility and will seek guidance when required. They may exercise some discretion with respect to how legislation, procedures and guidelines are interpreted and applied to their work.

The ASD4 Data Officer will be required to share information, monitor work practices, set work priorities and develop local procedures. They may supervise and provide leadership to a team, providing coaching and on-the-job training for newer and less experienced team members.

The ASD4 Data Officer may be required to communicate with, respond and provide advice to a range of stakeholders on moderately complex operational and administrative issues to achieve work unit and the Australian Signals Directorate outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

ASD5 Level

An ASD5 Data Officer will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice within the data function area based on legislation, policy and procedures.

The ASD5 Data Officer may coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. They may be a team coach or supervise a team and be accountable to set work priorities, allocate work, and manage workflows and performance. They are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

The ASD5 Data Officer will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and the Australian Signals Directorate outcomes. They will be accountable to contribute towards

ongoing self-improvement and professional development.

Benefits of Working at ASD

- An additional allowance of 4% on top of substantive salary which is superannuable
- Percentage-based performance pay increases
- Initiatives to recognise specific skills which may attract additional remuneration upon successful application.
- This may also include a Relocation Allowance.
- Promotion opportunities and pathways
- Flexible working arrangements
- Generous support for training and development

Duties

Our Ideal Candidate

Our ideal candidate can have industry experience, formal training or a particular domain expertise. You will have experience working with cloud technologies, with a focus on data management best-practices. Ideally you will have demonstrated experience in data management through the use of programming languages and tools.

Eligibility

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

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

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

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

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

Notes

Desirable Qualifications

The following will be highly regarded:

- Tertiary degrees in Computer Science, Software Engineering, Statistics, Math, Physics, STEM degree or related
- Qualifications in data management and/or cloud technologies
- Experience in technical delivery, in particular in a government setting
- Experience in policy, standards and/or compliance work
- Contributions to open source or academic literature

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

About the Australian Signals Directorate

To Apply

Position Contact	ASD Recruitment, asd.recruitment@defence.gov.au
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0729184

Australian Signals Directorate

Closing Date: Sunday 17 September 2023

Capability & Transformation Group
Mission Data

Job Title	ASD6 & EL1 Data Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Perth WA
Salary	\$89,921 - \$177,500
Classification	APS Level 6; Executive Level 1
Position Number	ASD/08230/23
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

Mission Data (MD) Division within ASD is responsible for providing the foundational data capabilities to support all of ASD's functions. We do this via the provision of data platforms and services, management of ASD's mission data, and providing complex analytic development and support, including Artificial Intelligence and Machine Learning capabilities. All roles within MD require extensive knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

The Role

The Data Manager is responsible to perform complex data management and administration work of Australian Signals Directorate (ASD) data systems. They will exercise a considerable degree of independence and will perform a leadership function. They will maintain a well-developed understanding of ASD's mission and policy requirements and will exercise sound decision making and judgement in providing expert advice. They will be required to actively manage key stakeholder relationships and identify stakeholder expectations and concerns. They will develop and communicate methodologies and practices to achieve outcomes.

The Data Manager will have in-depth knowledge of data management functions and will be responsible for the development, implementation, compliance and administration of complex projects that impact on operational outcomes. They will identify and

advocate for initiatives to maintain and improve data quality, integrity and availability.

ASD6 Level

An ASD6 Data Officer will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed data management and administration technical, professional and policy advice in relation to complex work and may contribute to strategic planning, program and project management and policy development.

An ASD6 Data Officer may be a team coach or lead a team and be accountable to set work priorities and manage workflows. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit. They may exercise the associated people and financial responsibilities to achieve work unit outcomes.

An ASD6 Data Officer will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex or sensitive issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and the Australian Signals Directorate outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

Executive Level 1

An ASD EL1 Data Manager will exercise a considerable degree of independence and perform a leadership role. They will exercise sound decision making and judgement to provide expert policy advice. They will have in-depth knowledge of the data management and administration field and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function. They will engage in complex to very complex problem solving and issues management and may coordinate and perform detailed or sensitive projects that impact on strategic, political or operational outcomes for the Australian Signals Directorate.

An ASD EL1 Data Manager is accountable to plan, lead and manage a range of human and physical resources and exercise the associated people and financial responsibilities to achieve business outcomes. They will manage one or more teams. They will develop and implement work plans, set performance indicators, and review individual, team and business performance, focusing on identifying opportunities for building team capability and continuous improvement. They will set work that align with the strategic objectives and communicate expected outcomes.

An ASD EL1 Data Manager will 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. They will be accountable to contribute towards ongoing self-improvement and professional development of their work area.

This position has people management responsibility and you will be required to exercise your people management skills and knowledge to lead a high performing and cohesive team.

Benefits of Working at ASD

- An additional allowance of 4% on top of substantive salary which is superannuable
- Percentage-based performance pay increases
- Initiatives to recognise specific skills which may attract additional remuneration upon successful application.
- This may also include a Relocation Allowance.
- Promotion opportunities and pathways
- Flexible working arrangements
- Generous support for training and development

Duties

Our Ideal Candidate

Our ideal candidate can have industry experience, formal training or a particular domain expertise. You will have experience leading others to achieve a technical outcome and will have demonstrated use of contemporary best practice with regards to data management. Ideally you will have experience working with cloud technologies and will have established experience in data management through the use of programming languages, technologies and tools.

Eligibility

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

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

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

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

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

Notes

Desirable Qualifications

The following will be highly regarded:

- Tertiary degrees in Computer Science, Software Engineering, Statistics, Math, Physics, STEM degree or related
- Qualifications in data management and/or cloud technologies
- Experience in technical delivery, in particular in a government setting
- Experience in policy, standards and/or compliance work
- Contributions to open source or academic literature

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

About the Australian Signals Directorate

To Apply

Position Contact	ASD Recruitment, asd.recruitment@defence.gov.au
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0729191

Defence Housing Australia

Closing Date: Wednesday 13 September 2023

Service Delivery Support
Human Resources Workforce Capability

Job Title	Workforce Capability Project Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Gungahlin ACT
Salary	\$113,905 - \$139,011
Classification	Executive Level 1
Position Number	493125
Agency Website	https://www.dha.gov.au/

Job Description

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

Defence Housing Australia is looking for a HR professional with demonstrated expertise in learning and development, or project management, to undertake the role of Workforce Capability Project Manager.

About your team:

Human Resources are responsible for delivering high-quality human resource outcomes across DHA from strategy and policy development through to implementation and service delivery. We work in partnership with stakeholders across the organisation to:

- Deliver HR services in the end-to-end employee lifecycle, including recruitment, remuneration and conditions, case management, and general employment matters.
- Support DHA to have the right capabilities now and into the future, through workforce planning, learning and development, and performance management strategies and frameworks.
- Develop and implement initiatives to build a positive and inclusive workplace culture that values the diversity of our people, and promotes high performance and engagement.

The Human Resources team works with a broad cross section of stakeholders both within DHA and externally. Your responsibilities will include the further development of these relationships and advocating on HR and people matters and initiatives. As a HR professional you will bring a depth of experience and knowledge on HR matters along with a willingness to grow the team and your own capability, reputation and success. The work environment is dynamic, with a number of projects and activities being undertaken at the same time.

Duties

What we are looking for:

For this role, we will consider how well you:

- Lead the design and implementation of L&D strategies to promote capability uplift, career development and employee engagement.
- Drive the implementation of the new performance and learning system.
- Demonstrate an ability to think strategically and execute operationally to support current and future workforce capability needs.
- Ensure continuous improvement of HR systems and policies in line with current best practice and changing Australian legislation and regulations.

- Supervise and set the strategic direction for your team to ensure creation and delivery of L&D initiatives.
- Establish and maintain strong relationships with colleagues, stakeholders and external service providers.
- Exercise sound decision making and judgement to provide expert advice and recommendations.
- Role model behaviours which are inclusive, collaborative and encourage curiosity and innovation.

Eligibility

The remuneration package includes a base salary and funded 15.4% superannuation. 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

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.

This is a **Non-ongoing Engagement** for 12 months.

How to apply: For further information including **position description** please visit: <https://careers.dha.gov.au/>

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

Applications Close: AEST 11:55pm Wednesday 13th of September 2023

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	Human Resources, 02 6217 6060
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0729083

Department of Home Affairs

Closing Date: Wednesday 13 September 2023

Cyber & Infra Security Centre
Regulatory Compliance N/A

Job Title	Transport Security & Administrative Support Officer
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW
Salary	\$71,201 - \$76,799
Classification	APS Level 4
Position Number	JR 129565
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129565/>

About our team

Cyber & Infrastructure Security | Cyber & Infra Security Centre | Regulatory Compliance

Within the Department of Home Affairs, the Cyber and Infrastructure Security Centre (CISC) drives an all hazards critical infrastructure regime in partnership with governments, industry and the broader community. CISC actively assists Australian critical infrastructure owners and operators to understand the risk environment and meet their regulatory requirements – for the shared benefit of all Australians.

CISC operates in a challenging, fast-paced environment, where officers use their analytic, strategic thinking, and collaborative skills to make a positive difference to Australia's security interests. The division regulates more than 2000 industry participants and staff are able to see firsthand the impact of their policy and regulatory decisions.

Aviation and maritime security

CISC is the Australian Government's security regulator for the aviation, maritime and offshore oil and gas industries. The Regulatory Compliance Branch is responsible for ensuring airports, airlines, air cargo operators, ports, and offshore oil and gas facilities are compliant with the Aviation Transport Security Act 2004 and the Maritime Transport and Offshore Facilities Security Act 2003. Branch staff work to ensure regulated entities meet their security obligations, investigate security incidents, identify security gaps, help inform policy, and foster continuous improvement in transport security outcomes.

The focus of the position is the provision of administrative support to compliance operations. However, the position includes responsibilities to act in the field performing the more basic tasks of a Transport Security Inspector.

Administrative responsibilities include but are not limited to:

- Staff scheduling and activity planning
- Travel and accommodation booking
- Records management
- Preparing internal and external departmental correspondence
- Monitoring financial transactions
- Data entry
- Research and reporting using records management systems.

When performing the role of a Transport Security Inspector, responsibilities include assisting more senior staff with:

- On-site audits and inspections to confirm industry participant operations reflect arrangements set out in regulatory submissions
- Investigation of security incidents that identify security vulnerabilities or result in a breach of CISC's regulatory framework
- Testing of industry participant screening and security systems utilising covert tradecraft and a range of simulated weapons.

The role will require spending time in the field, regular travel to regional locations and occasional travel interstate. Work hours reflect the variability of industry operations, so will include occasional work on weekends and outside of normal business hours. Fieldwork can be physically demanding, and may require staff to be on their feet for long periods of time and cover large distances, however this will be balanced with periods of office based administrative work. Work priorities are likely to frequently change and the successful candidate must be able to prioritise and self-manage a significant portion of their work to ensure the timely delivery of quality outputs.

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

Our ideal candidate

Our ideal candidate will have excellent attention to detail, sound oral and written communication skills, and the ability to engage and collaborate with key stakeholders to get the best possible outcomes.

We are looking for people who are flexible and able to work well with others to achieve a common goal. They will respond positively to change, be solutions focused, and be keen to develop a career with the Department. Applicants will need to have a strong work ethic and be motivated to constantly improve team processes and procedures.

Duties

Duties and responsibilities

- Perform procedural, clerical, and administrative support tasks including scheduling activities and entry of information into case management systems
- Coordinate meetings, including preparation of agendas, minute taking, and recording of decisions and action items
- Understand and apply legislation and policy frameworks relevant to travel, finance, operational activities, and asset management (for example fleet vehicles)
- Undertake research and analysis to support compliance activity planning and help inform policy
- Support more senior Transport Security Inspectors to ensure the team delivers output within required timeframes
- Work independently and in collaboration with team members to ensure timely reporting of outcomes
- Establish and maintain productive working relationships with internal and external stakeholders

Perform the more basic tasks of a Transport Security Inspector under the direct supervision of more senior staff members, including:

- The role of Operator during tests at security screening points
- Checklist activities relevant to methods, techniques and equipment used at screening points
- Inspecting ASICs and MSICs during access control checks.

Additional information

The following requirements apply to the position:

- Obtain and maintain an Australian Driver's License with the ability to drive unsupervised
- Obtain and maintain an Airside Driving License
- Obtain and maintain a Firearms license/permit (for certain States/Territories)
- Obtain and maintain a Maritime Security Identification Card and an Aviation Security Identification Card
- Obtain and maintain a Certificate IV in Government Investigations (Regulatory Compliance).

Eligibility

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for central coordination, and strategy and policy leadership in relation to cyber and critical infrastructure resilience and security, immigration, border security and management, counter-terrorism, the protection of our sovereignty, citizenship and social cohesion. The Department implements a strategically coordinated approach to the cyber security and resilience of all Australians through the appointment of a Cyber Security Coordinator and continues to enable rapid responses to threats of foreign interference through the dedicated Counter Foreign Interference Coordinator. Additionally, the Department contributes to Australia's prosperity and unity through the management and delivery of the migration, humanitarian and refugee programs. The Department also promotes social cohesion through multicultural programs, providing settlement services

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

To Apply

Position Contact	Kristina Zafiropoulos, 02 9318 8729
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129565/

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Vacancy VN-0729087

Department of Home Affairs

Closing Date: Wednesday 13 September 2023

Cyber & Infra Security Centre
Regulatory Compliance N/A

Job Title	Transport Security Inspector
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA
Salary	\$77,642 - \$83,632
Classification	APS Level 5
Position Number	JR 129564
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129564/>

About our team

Cyber & Infrastructure Security | Cyber & Infra Security Centre | Regulatory Compliance

Within the Department of Home Affairs, the Cyber and Infrastructure Security Centre (CISC) drives an all hazards critical infrastructure regime in partnership with governments, industry and the broader community. CISC actively assists Australian critical infrastructure owners and operators to understand the risk environment and meet their regulatory requirements – for the shared benefit of all Australians.

CISC operates in a challenging, fast-paced environment, where officers use their analytic, strategic thinking, and collaborative skills to make a positive difference to Australia's security interests. The division regulates more than 2000 industry participants and staff are able to see firsthand the impact of their policy and regulatory decisions.

Aviation and maritime security

CISC is the Australian Government's security regulator for the aviation, maritime and offshore oil and gas industries. The Regulatory Compliance Branch is responsible for ensuring airports, airlines, air cargo operators, ports, and offshore oil and gas facilities are compliant with the Aviation Transport Security Act 2004 and the Maritime Transport and Offshore Facilities Security Act 2003. Branch staff work to ensure regulated entities meet their security obligations, investigate security incidents, identify security gaps, help inform policy, and foster continuous improvement in transport security outcomes.

Transport Security Inspectors perform a broad range of compliance activities in relation to security in the aviation, air cargo, maritime, and offshore oil and gas sectors. This includes:

- On-site audits and inspections to confirm industry participant operations reflect arrangements set out in regulatory submissions
- Investigation of security incidents that identify security vulnerabilities or result in a breach of CISC's regulatory framework
- Testing of industry participant screening and security systems utilising covert tradecraft and a range of simulated weapons.

There are significant administrative responsibilities associated with this work. Government accountability standards require all activities to be documented, reviewed for accuracy and completeness, and approved as lawful.

The role will require spending time in the field, regular travel to regional locations and occasional travel interstate. Work hours reflect the variability of industry operations so will include occasional work on weekends and outside of normal business hours. Fieldwork can be physically demanding and may require staff to be on their feet for long periods of time and cover significant distances, however, this will be balanced with periods of office based administrative work.

Work priorities are likely to frequently change and the successful candidate must be able to prioritise and self-manage a significant portion of their work to ensure the timely delivery of quality outputs.

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

Our ideal candidate

Our ideal candidate will have excellent attention to detail, strong oral and written communication skills, and the ability to engage and collaborate with key stakeholders to encourage voluntary compliance and achieve robust security outcomes.

We are looking for people who are flexible and able to work well with others to achieve a common goal. They will respond positively to change, be solutions focused, and be keen to develop themselves as subject matter experts in the field. Applicants will need to have a strong work ethic and the drive to see the team constantly improve.

Duties

- Understand, interpret and apply legislation and regulations and be able to explain the application of the law in a straightforward manner.

- Assess industry participant compliance by making impartial observations against Transport Security Programs under the Aviation Transport Security Act 2004 (ATSA) and the Maritime Transport and Offshore Facilities Security Act 2003 (MTOSFA) and their associated regulations
- Identify and investigate non-compliance with legislation and regulations, and collect and record evidence that may be used in subsequent enforcement or judicial processes
- Manage relationships with internal and external stakeholders to achieve work area and Department goals
- Apply work knowledge, policy, procedures and guidelines to situations and make rational judgements and decisions from the available information, including when to refer them to senior managers.

Conduct compliance activities, including:

- Tests at security screening points
- Assessments of methods, techniques and equipment used at screening points
- Inspecting ASICs and MSICs during access control checks
- Supervising less experienced and volunteer Transport Security Inspectors when they assist with compliance activities
- Prepare correspondence and write high quality and accurate reports on non-compliance and security observations.
- Represent the Department by professionally engaging with industry and maintaining a high level of integrity and independence during compliance activities
- Understand and apply risk management principles in a dynamic threat and risk environment
- Perform administrative tasks necessary to support operations
- Understand and apply procedural instructions and SOPs relevant to travel, finance, operations, performance reporting, and asset management
- Undertake analysis to support compliance activity planning and help inform policy.

Additional information

The following requirements apply to the position:

- Obtain and maintain an Australian Driver's License with the ability to drive unsupervised
- Obtain and maintain an Airside Driving License
- Obtain and maintain a Firearms license/permit (for certain States/Territories)
- Obtain and maintain a Maritime Security Identification Card and an Aviation Security Identification Card
- Obtain and maintain a Certificate IV in Government Investigations (Regulatory Compliance)

Eligibility

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Kristin Zafiropoulos, 02 9318 8729
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129564/

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Vacancy VN-0729091

Department of Home Affairs

Closing Date: Wednesday 13 September 2023

Cyber & Infra Security Centre
Regulatory Compliance

Job Title	Senior Transport Security Inspector
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC, Various locations - WA WA
Salary	\$84,335 - \$99,779
Classification	APS Level 6
Position Number	JR 129556
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129556/>

About our team

Cyber & Infrastructure Security | Cyber & Infra Security Centre | Regulatory Compliance

Within the Department of Home Affairs, the Cyber and Infrastructure Security Centre (CISC) drives an all hazards critical infrastructure regime in partnership with governments, industry and the broader community. CISC actively assists Australian critical infrastructure owners and operators to understand the risk environment and meet their regulatory requirements – for the shared benefit of all Australians.

CISC operates in a challenging, fast-paced environment, where officers use their analytic, strategic thinking, and collaborative skills to make a positive difference to Australia's security interests. The division regulates more than 2000 industry participants and staff are able to see firsthand the impact of their policy and regulatory decisions.

Aviation and maritime security

CISC is the Australian Government's security regulator for the aviation, maritime and offshore oil and gas industries. The Regulatory Compliance Branch is responsible for ensuring airports, airlines, air cargo operators, ports, and offshore oil and gas facilities are compliant with the Aviation Transport Security Act 2004 and the Maritime Transport and Offshore Facilities Security Act 2003. Branch staff work to ensure regulated entities meet their security obligations, investigate security incidents, identify security gaps, help inform policy, and foster continuous improvement in transport security outcomes.

Senior Transport Security Inspectors lead a broad range of compliance activities in relation to security in the aviation, air cargo, maritime, and offshore oil and gas sectors. This includes:

- On-site audits and inspections to confirm industry participant operations reflect arrangements set out in regulatory submissions
- Investigation of security incidents that identify security vulnerabilities or result in a breach of CISC's regulatory framework
- Testing of industry participant screening and security systems utilising covert tradecraft and a range of simulated weapons.

There are significant leadership, staff development, and administrative responsibilities associated with this work. Government accountability standards require all activities to be documented, reviewed for accuracy and completeness, and approved as lawful.

The role will require spending time in the field, regular travel to regional locations and occasional travel interstate. Work hours reflect the variability of industry operations so will include occasional work on weekends and outside of normal business hours. Fieldwork can be physically demanding and may require staff to be on their feet for long periods of time and cover significant distances,

however, this will be balanced with periods of office based administrative work. Work priorities are likely to frequently change and the successful candidate must be able to prioritise and self-manage a significant portion of their work to ensure the timely delivery of quality outputs.

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

Our ideal candidate

Our ideal candidate will have excellent attention to detail, strong oral and written communication skills, and the ability to engage and collaborate with key stakeholders to encourage voluntary compliance and achieve robust security outcomes.

We are looking for people who are flexible and able to lead others to achieve a common goal. They will respond positively to change, be solutions focused, and be keen to develop themselves and others as subject matter experts in the field. Applicants will need to have a strong work ethic and demonstrate their commitment to continuous improvement.

Duties

Duties and responsibilities

- Provide expertise and technical knowledge in security regulation, security threat assessment and mitigation techniques, and the design of security risk management programs
- Develop junior team members' specialist, professional and/or technical expertise in transport security inspections and ensure quality outputs
- Understand, interpret and apply legislation and regulations and be able to explain the application of the law in a straightforward manner
- Assess industry participant compliance by making impartial observations against Transport Security Programs under the Aviation Transport Security Act 2004 (ATSA) and the Maritime Transport and Offshore Facilities Security Act 2003 (MTOSFA) and their associated regulations
- Identify and investigate non-compliance with legislation and regulations, and collect and record evidence that may be used in subsequent enforcement or judicial processes
- Manage complex relationships with internal and external stakeholders to achieve work area and Department goals
- Apply work knowledge, policy, procedures and guidelines to situations and make rational judgements and decisions from the available information, including when to refer them to executive level managers.

Lead and conduct complex compliance activities, including:

- Tests at security screening points
- Assessments of methods, techniques and equipment used at screening points
- Inspecting ASICs and MSICs during access control checks
- Supervising less experienced and volunteer Transport Security Inspectors when they assist with compliance activities
- Review and prepare correspondence and write high quality and accurate reports on non-compliance and security observations
- Represent the Department by professionally engaging with industry and maintaining a high level of integrity and independence during compliance activities
- Understand and apply complex risk management principles and methodologies in a dynamic threat and risk environment
- Lead administrative tasks necessary to support operations

- Lead research and analysis to support compliance activity planning and lead efforts to inform policy
- Propose and facilitate innovation initiatives and contribute to business improvement strategies and to change in workplace practices.

Additional information

The following requirements apply to the position:

- Obtain and maintain an Australian Driver's License with the ability to drive unsupervised
- Obtain and maintain an Airside Driving License
- Obtain and maintain a Firearms license/permit (for certain States/Territories)
- Obtain and maintain a Maritime Security Identification Card and an Aviation Security Identification Card
- Obtain and maintain a Certificate IV in Government Investigations (Regulatory Compliance).

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.

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

About the Department of Home Affairs

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To Apply

Position Contact	Kristina Zafiropoulos, 02 9318 8729
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129556/

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Vacancy VN-0729162

Department of Home Affairs

Closing Date: Tuesday 12 September 2023

Policy Officers - Immigration Policy Group (Multiple Positions)
Various Various

Job Title	Policy Officers - Immigration Policy Group (Multiple Positions)
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$106,527 - \$124,931
Classification	Executive Level 1
Position Number	JR 129567
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129567/>

About our team

Immigration Policy Division develops the settings in relation to a range of important, sensitive and highly complex immigration policy. The Division was established to deliver a sharper focus on the development of strategic policy.

The Division works with a range of stakeholders, on diverse issues. The successful applicant will have the opportunity to make meaningful and influential contributions to key policy areas such as:

- Engaging and collaborating across government and with key external stakeholders, including the Ministerial Advisory Council on Skilled Migration, to help inform strategic migration proposals that align with the Government's reform agenda

- Having direct input into advising Government on the size and composition of Australia's permanent Migration Program
- Assisting with establishing a new federal administrative review body, following the abolition of the AAT
- Working with the Government to ensure the Character cancellation framework is fit-for-purpose and reflects the Government's position on this issue
- Co-designing policy solutions with other government agencies, and business, union and civil society stakeholders

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

Our ideal candidate

Is someone who enjoys working in a rapidly evolving and forward-thinking environment. The successful candidates will be self-driven, adaptive to change and will be able to demonstrate the following attributes:

- Excellent oral and written communication skills
- Strong interpersonal skills including the ability to develop and support productive working relationships to achieve results
- Sound judgement, problem solving, analytical and research skills including ability to interpret legislation and/or policy
- Strong organisational and administrative skills, including the ability to work effectively to meet tight deadlines.
- Lead, manage and develop staff

Duties

Duties and responsibilities

The successful applicants may be required to:

- Develop well-researched evidence-based policy and policy advice that aligns with the strategic objectives of the Government
- Sound analytical and research skills including ability to interpret legislation and/or policy
- Identify, assess and mitigate program risks based on analysis of quantitative and qualitative information
- Develop and manage stakeholder relationships and provide advice to support business improvement to achieve results

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.

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About the Department of Home Affairs

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To Apply

Position Contact	Tanya MAGEE, 02 6229 3873
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129567/

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Vacancy VN-0729203

Job Title	EL 2 Directors, Fiscal Group (multiple opportunities)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$150,245 - \$172,429
Classification	Executive Level 2
Position Number	72-2023
Agency Website	www.treasury.gov.au

Job Description

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

Fiscal Group aims to achieve sound and effective fiscal outcomes. It is focused both on short term and emerging priorities, as well as deep, systemic, and structural policy issues. Fiscal Group delivers core government functions, such as producing the Budget and Intergenerational Report. Making timely and accurate payments to the states and territories.

At the same time, it develops and delivers highquality advice on government spending arrangements, policies and regulations that reflect a wholeofeconomy perspective, promote the interests of Australians and focus on the shape of the Australian Government in the economy and society more broadly.

Duties

Treasury is recruiting EL2 Directors to fill up to eight positions in multiple Divisions in Fiscal Group. Opportunities exist in the following divisions:

- Social Policy Division,
- Commonwealth-State and Population Division, and
- Budget Policy Division.

There are different requirements for each position, and some are very specialised in nature. All applicants should have the generic EL2 skills and experience outlined below. Please review these requirements prior to submitting your application.

Desirable Qualifications/Experience

- To be a Director (EL2) you must possess the following key skills and experience to apply:
- Experience leading teams, with a proactive, innovative and inclusive leadership style.
- Strong strategic thinking with an ability to influence outcomes and drive delivery.
- Demonstrated communication, interpersonal and relationship-management skills.
- Experience in the ability to build productive relationships.
- 7 or more years relevant experience.
- Tertiary qualifications in economics, law, or public policy.

Please note: If you are interested in applying for a position in the Modelling and Forecasting Unit or the Budget Delivery Unit, please address the additional criteria listed in the position overview in addition to the generic EL2 qualifications and experience listed above.

Please refer to the position description for detailed information regarding the positions available and the detailed position information. Eligibility

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

Notes

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

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

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	Neena Pai, 02 6263 2774
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0729198

Future Fund Management Agency

Closing Date: Monday 11 September 2023

Job Title	Senior Analyst, Investment Data Management
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	APS Level 5
Position Number	2143
Agency Website	www.futurefund.gov.au

Job Description

<https://career10.successfactors.com/career?company=myfuture>

The Opportunity

An exciting opportunity awaits an experienced Senior Analyst to join the IDM Data Operations team. This role is aimed at supporting the Overlays investment team, for whom you will manage upstream investment data management activities. Your in-depth understanding of data analysis, management, tools, models, and the data lifecycle, coupled with your expertise in derivative products (including their valuation and trade life cycles) along with proficiency with the Aladdin platform, will be invaluable in managing investment data for this specialised domain.

Your primary focus will be on daily delivery of data into the Aladdin OMS and ensuring that trading data is both timely and accurate for our Overlays investment team. Key stakeholders to this role are the Overlays team and Investment Operations teams, your ability to drive meaningful and successful relationships with stakeholders is key to success. Your innovative and proactive approach, along with strong statistical skills, will drive data-driven solutions to enhance their experience with the data. If you are an ambitious professional with a proven background in data analysis and possess expertise in derivative products and lifecycles, along with proficiency in the Aladdin platform, we invite you to apply.

Duties

Key Responsibilities

Data Management and Technical Support:

Investigate and resolve technical issues related to trades, monitor trading activities, and provide technical expertise on the Aladdin derivatives system. Collaborate with investment teams and technology to ensure accurate processing of trades and settlements. Enhance processes through Aladdin platform improvements.

Operational Service Delivery:

Oversee outsourced partners, ensuring high-quality service delivery to downstream consumers. Monitor data delivery, certification, and exception management. Implement market data requirements, drive data quality improvements, and proactively develop solutions to enhance operational efficiency.

Partner and Provider Management:

Support oversight of partner delivery, prioritize and manage data service requests. Monitor partner services/products in line with solution parameters. Assist in project and product management of data-related initiatives, fostering effective partner relationships.

Eligibility

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	John Campanaro, 03 8656 6572
Agency Recruitment Site	https://career10.successfactors.com/career?company=myfuture

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Vacancy VN-0729163

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date: Wednesday 13 September 2023

Perth Legal, Governance and Risk

Job Title	Senior Legal Counsel
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Perth WA
Salary	\$143,963 - \$178,517
Classification	Executive Level 1
Position Number	13349
Agency Website	https://www.nopsema.gov.au/

Job Description

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

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural integrity, well integrity and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters, and in coastal waters where regulatory powers and functions have been conferred. NOPSEMA also administers the functions of the Offshore Infrastructure Regulator (OIR), for the offshore renewables industry. This includes the regulation of work health and safety, infrastructure integrity, and environmental management for offshore renewable energy infrastructure activities.

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

NOPSEMA is recruiting an experienced Senior Legal Counsel to join its Legal, Governance and Risk Team based in our Perth Office.

Why work for NOPSEMA?

As a highly skilled, agile and competent regulator, our people are our number one asset. NOPSEMA offers highly competitive remuneration packages, five weeks annual leave, 15 personal leave days per annum, 15.4% superannuation contribution and flexible working arrangements.

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

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

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

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

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

Duties

In the role you will provide high level strategic advice and guidance on complex legal matters arising under the legislative framework and regulations, including freedom of information, administrative law matters, compliance and enforcement issues, and management of litigation. You will prepare and review complex legal documents including submissions, administrative decisions and statements of reasons, affidavits and warrants and be responsible for leading and managing projects, developing and facilitating training and providing input to the review and amending of legislation.

The role requires a candidate that possesses extensive experience of providing legal advice on the interpretation and implementation of complex legislation and the ability to communicate with influence, both in negotiations and advising government agencies on key legal and strategic issues.

The successful candidate will be admitted to practice as an Australian Legal Practitioner and the holder of a current practising certificate. You should also be a strong team player, with the flexibility to shift tasks and manage priorities to deliver on operational needs and possess an understanding of the offshore and onshore oil and gas industry and the regulatory regime.

Eligibility

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

You must pass and maintain a security clearance to a level appropriate for the position.

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

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

This position is open to Australian citizens only.

Notes

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

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

To Apply

Position Contact	Human Resources Adviser, 08 6188 8853
Agency Recruitment Site	https://www.nopsema.gov.au/

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Vacancy VN-0728568

Therapeutic Goods Administration

Closing Date: Wednesday 13 September 2023

Medical Devices and Product Quality Divison
Laboratories Branch Chemistry Section

Job Title	APS Level 6 - Senior Chemistry Analysts - Laboratories Branch
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-MDPQDIV-19665
Agency Website	

Job Description

<https://www.tga.gov.au/about-tga/corporate-information/work-tga>

Do you want to be part of providing a better health and wellbeing for all Australians?

Do you want to be challenged in your work?

Do you want to be part of a high performing team?

The Chemistry Section within the Laboratories Branch of the Therapeutics Good Administration is looking for analytical chemists to join our team. We seek innovative, highly skilled analytical thinkers who will collaborate to achieve our goals. The section performs a wide range of laboratory investigations and tests to support the regulation of therapeutic goods that help protect the health and safety of the Australian community and the broader region. Our testing aids activities such as the removal of unsafe products, legal action and improved manufacture practice.

We seek **APS6 Senior Chemistry Analysts** who have the skills and knowledge to apply their craft to the testing of therapeutic goods. Candidates with a track record of working effectively across teams, ability to communicate complex results and find solutions to problems will be highly regarded. We encourage analytical chemists whose work experience can be transferred to testing of therapeutic goods in a regulatory environment to apply.

A merit pool will be created.

Duties

- Conduct, analyse and report on testing of therapeutic goods to verify that they meet required quality standards, to support investigations conducted in response to public health and safety concerns and for the purposes of accreditation, standardisation and international harmonisation.
- Contribute to the planning and development of testing projects, including analysing data to identify and propose goods to be targeted for selection.
- Develop and review testing methods, manufacturing protocols, instruments, software and tools and establish their reliability and validity.
- Manage testing and calibration of laboratory instruments and tools, identify technical faults and prepare technical reports documenting findings and recommendations.
- Contribute to the development of testing manuals, SOPs, guidelines, international standards and pharmacopoeia.
- Maintain current knowledge of new testing methods and tools and train staff to develop their ability to undertake testing in support the regulation of therapeutic goods.
- Collaborate with other work areas across the TGA; Exchange information with sponsors, manufacturers and government groups involved in the use, manufacture, supply and/or regulation of therapeutic goods.
- Contribute to the development and implementation of continuous improvement activities within the section.

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.

Mandatory Qualification:

To be eligible for this position applicants must hold a degree in chemistry or a closely related science from an Australian tertiary institution or a comparable overseas qualification. **Notes**

Desirable Qualifications and Experience:

- A Post Graduate qualification, such as a doctorate, is highly desirable.
- Experience working in an accredited laboratory.

Further Information:

- Applications close **11:30pm AEST**.
- Applicants are asked to quote reference number **23-MDPQDIV-19665** to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires **a minimum of one day a week in the office**. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Therapeutic Goods Administration

The Therapeutic Goods Administration (TGA) is part of the Australian Government Department of Health and Aged Care, and is responsible for regulating therapeutic goods including, vaccines, medicines and medical devices. The TGA administers the Therapeutic Goods Act 1989 (the Act), applying a risk management approach designed to ensure therapeutic goods supplied in Australia meet acceptable standards of quality, safety and efficacy (performance), when necessary. We evaluate therapeutic goods before they are marketed and monitor them once they are on the market and assess the suitability of medicines and medical devices for export from Australia. We also regulate manufacturers of therapeutic goods to ensure they meet acceptable standards of manufacturing quality. Visit our website at www.tga.gov.au for further information regarding this role and TGA. Your interest in the TGA as a potential employer is appreciated.

To Apply

Position Contact	Sonia Taflaga, 0403 738 515
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Vacancy VN-0728798

Therapeutic Goods Administration

Closing Date: Wednesday 13 September 2023

Regulatory Practice and Support Division
Regulatory Engagement Branch Regulatory Education and Communication
Section

Job Title	Communications and Stakeholder Engagement Officer
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-RPSDIV-19883
Agency Website	

Job Description

<https://www.tga.gov.au/about-tga/corporate-information/work-tga>

The Communications and Stakeholder Engagement Officer will develop and implement evidence-based, targeted communication and education strategies for consumers, health professionals and industry.

Duties

- Provide expert and considered communications advice to specialist areas across a range of programs and activities for the TGA and ODC.
- Develop and maintain partnerships with consumer, health and industry peak bodies to maximise awareness of our education priorities.
- Research, write and edit content to educate external audiences and stakeholders, ensuring complex information is simplified while retaining technical accuracy.
- Develop content, creative and video products that are published through multiple channels to optimise reach and engagement.

- Engage with external stakeholders in order to amplify TGA and ODC messaging through social media promotion, stakeholders' networks, events and communication channels, such as e-newsletters.
- Support the procurement of funded contracts with external organisations and creative agencies to deliver communication and education outcomes

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 23-RPSDIV-19883 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Therapeutic Goods Administration

The Therapeutic Goods Administration (TGA) is part of the Australian Government Department of Health and Aged Care, and is responsible for regulating therapeutic goods including, vaccines, medicines and medical devices. The TGA administers the Therapeutic Goods Act 1989 (the Act), applying a risk management approach designed to ensure therapeutic goods supplied in Australia meet acceptable standards of quality, safety and efficacy (performance), when necessary. We evaluate therapeutic goods before they are marketed and monitor them once they are on the market and assess the suitability of medicines and medical devices for export from Australia. We also regulate manufacturers of therapeutic goods to ensure they meet acceptable standards of manufacturing quality. Visit our website at www.tga.gov.au for further information regarding this role and TGA. Your interest in the TGA as a potential employer is appreciated.

To Apply

Position Contact	Shari Krasowski, 02 6289 2422
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Agriculture, Water and the Environment

Vacancy VN-0729141

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 13 September 2023

People, Property and Security
People & Policy Recruitment

Job Title	Recruitment Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$72,002 - \$78,386
Classification	APS Level 4
Position Number	2023/2548
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The People and Policy Branch are the front line of human resources (HR) for the department. We deliver timely and accurate responses to various client groups and support our people across the country with a strong focus on customer service and building trusting relationships with employees and business areas. We offer general and specialist HR advice and case management services for issues related to workplace relations, performance, probation, recruitment, attendance, behaviour and workplace rehabilitation.

The Recruitment Section provides assistance and support to the department by providing advice on matters including, but not limited to: recruitment planning, advertising vacancies, engagement and extension of non-ongoing employees, engagement and extension of external workers (labour hire employees), eRecruit guidance and support, expressions of interest, transfers between agencies, secondments, accessing merit pools, advice on affirmative measure positions and the merit principle.

Duties

The Jobs

As an APS 4 Recruitment Officer your duties will include:

- developing and managing effective relationships with a range of stakeholders via the recruitment inbox, hotline and other communication methods
- processing internal advertising, non-ongoing and labour hire recruitment activities which includes a file transfer process from our recruitment system (HireRoad's eRecruit) to our HRMIS
- supporting a positive team environment and contributing to team outcomes as well as providing guidance and support to other team members
- managing the onboarding process for new employees and ensuring that they, and the hiring manager, have a positive

recruitment experience

- acting as the first point of contact for recruitment related enquiries, providing accurate and timely advice on labour hire, non-ongoing and other internal recruitment processes as required
- reviewing, assessing and coordinating requests to access both internal and external merit pools
- contributing to the implementation and ongoing improvement of recruitment policies, systems and processes to enhance service delivery
- undertaking procedural, clerical, administrative support and operational tasks including assisting with the recruitment mailbox and hotline
- assisting with other duties as relevant to the classification and work area.

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

Eligibility

What we are looking for

Knowledge and experience

Knowledge of recruitment related legislation, policies, procedures and practices or the ability to quickly acquire such knowledge.

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	Kim Wood, 02 8334 7653
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729156

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 13 September 2023

People, Property and Security
People & Policy Recruitment

Job Title	Recruitment Officer (Affirmative Measure-First Nations)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$72,002 - \$78,386
Classification	APS Level 4
Position Number	2023/2693
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The People and Policy Branch are the front line of human resources (HR) for the department. We deliver timely and accurate responses to various client groups and support our people across the country with a strong focus on customer service and building trusting relationships with employees and business areas. We offer general and specialist HR advice and case management services for issues related to workplace relations, performance, probation, recruitment, attendance, behaviour and workplace rehabilitation.

The Recruitment Section provides assistance and support to the department by providing advice on matters including, but not limited to: recruitment planning, advertising vacancies, engagement and extension of non-ongoing employees, engagement and extension of external workers (labour hire employees), eRecruit guidance and support, expressions of interest, transfers between agencies, secondments, accessing merit pools, advice on affirmative measure positions and the merit principle.

Duties

The Jobs

As an APS 4 Recruitment Officer your duties will include:

- developing and managing effective relationships with a range of stakeholders via the recruitment inbox, hotline and other communication methods
- processing internal advertising, non-ongoing and labour hire recruitment activities which includes a file transfer process from our recruitment system (HireRoad's eRecruit) to our HRMIS
- supporting a positive team environment and contributing to team outcomes as well as providing guidance and support to other team members
- managing the onboarding process for new employees and ensuring that they, and the hiring manager, have a positive recruitment experience
- acting as the first point of contact for recruitment related enquiries, providing accurate and timely advice on labour hire, non-ongoing and other internal recruitment processes as required
- reviewing, assessing and coordinating requests to access both internal and external merit pools
- contributing to the implementation and ongoing improvement of recruitment policies, systems and processes to enhance service delivery
- undertaking procedural, clerical, administrative support and operational tasks including assisting with the recruitment mailbox and hotline
- assisting with other duties as relevant to the classification and work area.

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

Eligibility

What we are looking for

Knowledge and experience

Knowledge of recruitment related legislation, policies, procedures and practices or the ability to quickly acquire such knowledge.

Notes

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Kim Wood, 02 8334 7653
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729159

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 13 September 2023

People, Property and Security
People & Policy

Job Title	HR Advisor - SES Unit
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/2527
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The People and Policy Branch are the front line of human resources (HR) for the department. We deliver timely and accurate responses to various client groups and support our people across the country with a strong focus on customer service and building trusting relationships with employees and business areas. We offer general and specialist HR advice and case management services for issues related to workplace relations, performance, probation, recruitment, attendance, behaviour and workplace rehabilitation.

The SES Unit manages all SES recruitment activities, including onboarding and internal movements as well as managing annual performance processes and talent management initiatives across the SES cohort. The unit also manages individual determinations applicable to the SES cohort. The section also provides advice on the application of terms and conditions for the department's overseas counsellor network.

Duties

The Job

The SES Unit have an opportunity for a HR Advisor with well-developed organisational skills, excellent attention to detail and a desire to be a team player. The successful applicant must have strong verbal and written communication skills and the ability to foster relationships in order to deliver high quality advice and support to stakeholders. The duties of the role include, but are not limited to:

- applying judgement, knowledge and discretion in interpreting and applying legislation, support, guidelines and procedures
- engaging with internal and external stakeholders and building strong working relationships
- working closely across human resource functions to ensure a collaborative approach to the delivery of work
- conducting research and gathering information from a wide variety of sources to assist with resolving and informing decision making
- supporting a team environment and contributing to team outcomes
- undertaking procedural and administrative support and operational tasks including assisting with the group mailbox, reporting and drafting less-complex correspondence
- promoting effective governance and a culture of continuous improvement to processes to meet the department's business needs
- assisting the team in providing a broad range of systems support and solutions through the analysis, development and implementation of HR strategies, frameworks, guidance and reporting materials.

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

Eligibility

What we are looking for

Knowledge and experience

- High level expertise with the Microsoft Office Suite, especially Microsoft Excel.
- An understanding of broader HR services and workforce information.
- Demonstrated experience managing multiple priorities and ensuring a high level of attention to detail.

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	Belinda Evans, 0422 919 162
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729199

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 13 September 2023

People, Property and Security
People & Policy

Job Title	HR Advisor - SES Unit (Affirmative Measure-First Nations)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/2524
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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The SES Unit manages all SES recruitment activities, including onboarding and internal movements as well as managing annual performance processes and talent management initiatives across the SES cohort. The unit also manages individual determinations applicable to the SES cohort. The section also provides advice on the application of terms and conditions for the department's overseas counsellor network.

Duties

The Job

The SES Unit have an opportunity for a HR Advisor with well-developed organisational skills, excellent attention to detail and a desire to be a team player. The successful applicant must have strong verbal and written communication skills and the ability to foster relationships in order to deliver high quality advice and support to stakeholders. The duties of the role include, but are not

limited to:

- applying judgement, knowledge and discretion in interpreting and applying legislation, support, guidelines and procedures
- engaging with internal and external stakeholders and building strong working relationships
- working closely across human resource functions to ensure a collaborative approach to the delivery of work
- conducting research and gathering information from a wide variety of sources to assist with resolving and informing decision making
- supporting a team environment and contributing to team outcomes
- undertaking procedural and administrative support and operational tasks including assisting with the group mailbox, reporting and drafting less-complex correspondence
- promoting effective governance and a culture of continuous improvement to processes to meet the department's business needs
- assisting the team in providing a broad range of systems support and solutions through the analysis, development and implementation of HR strategies, frameworks, guidance and reporting materials.

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

Eligibility

What we are looking for

Knowledge and experience

- High level expertise with the Microsoft Office Suite, especially Microsoft Excel.
- An understanding of broader HR services and workforce information.
- Demonstrated experience managing multiple priorities and ensuring a high level of attention to detail.

Notes

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Belinda Evans, 0422 919 162
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729201

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 13 September 2023

People, Property and Security
People & Policy Recruitment

Job Title	Senior Recruitment Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/2532
Agency Website	https://www.agriculture.gov.au

Job Description

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

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The Recruitment Section provides assistance and support to the department by providing advice on matters including, but not limited to: recruitment planning, advertising vacancies, engagement and extension of non-ongoing employees, engagement and extension of external workers (labour hire employees), eRecruit guidance and support, expressions of interest, transfers between agencies, secondments, accessing merit pools, advice on affirmative measure positions and the merit principle.

Duties

The Jobs

As an APS 5 Senior Recruitment Advisor your duties will include:

- engaging with internal and external stakeholders on recruitment matters via the recruitment hotline, inbox and other communication methods, building strong working relationships to ensure positive outcomes
- applying judgement, knowledge and discretion in interpreting and applying legislation, guidelines and procedures
- undertaking internal and external advertising and processing of recruitment outcomes
- managing the onboarding process for new employees and ensuring that they, and the hiring manager, have a positive recruitment experience
- supporting a positive team environment and contributing to team outcomes as well as providing guidance, support and training to new and existing team members
- producing high level written correspondence and advice including developing/updating procedures, policies, e-mail communications and other correspondence as required
- identifying and contributing to process improvements and supporting the delivery and management of projects
- working closely across human resource functions to ensure a collaborative approach to the delivery of work
- assisting with other duties as relevant to the classification and work area.

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

Eligibility

What we are looking for

Knowledge and experience

To be successful in this role you will have:

- experience using an e-recruitment platform
- proven experience in providing recruitment advice and outstanding customer service across a diverse organisation
- demonstrated experience managing multiple priorities and ensuring a high level of attention to detail
- experience applying and interpreting recruitment related legislation, policies, procedures and practices with a strong focus on customer service delivery.

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	Meagan Gormly, 0466 408 344
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729204

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 13 September 2023

People, Property and Security
People & Policy Recruitment

Job Title	Senior Recruitment Advisor (Affirmative Measure-First Nations)
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/2708
Agency Website	https://www.agriculture.gov.au

Job Description

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

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The Recruitment Section provides assistance and support to the department by providing advice on matters including, but not limited to: recruitment planning, advertising vacancies, engagement and extension of non-ongoing employees, engagement and extension of external workers (labour hire employees), eRecruit guidance and support, expressions of interest, transfers between agencies, secondments, accessing merit pools, advice on affirmative measure positions and the merit principle.

Duties

The Jobs

As an APS 5 Senior Recruitment Advisor your duties will include:

- engaging with internal and external stakeholders on recruitment matters via the recruitment hotline, inbox and other communication methods, building strong working relationships to ensure positive outcomes
- applying judgement, knowledge and discretion in interpreting and applying legislation, guidelines and procedures
- undertaking internal and external advertising and processing of recruitment outcomes
- managing the onboarding process for new employees and ensuring that they, and the hiring manager, have a positive recruitment experience
- supporting a positive team environment and contributing to team outcomes as well as providing guidance, support and training to new and existing team members
- producing high level written correspondence and advice including developing/updating procedures, policies, e-mail communications and other correspondence as required
- identifying and contributing to process improvements and supporting the delivery and management of projects
- working closely across human resource functions to ensure a collaborative approach to the delivery of work
- assisting with other duties as relevant to the classification and work area.

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

Eligibility

What we are looking for

Knowledge and experience

To be successful in this role you will have:

- experience using an e-recruitment platform
- proven experience in providing recruitment advice and outstanding customer service across a diverse organisation

- demonstrated experience managing multiple priorities and ensuring a high level of attention to detail
- experience applying and interpreting recruitment related legislation, policies, procedures and practices with a strong focus on customer service delivery.

Notes

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Meagan Gormly, 0466 408 344
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729205

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 13 September 2023

People, Property and Security
People & Policy Recruitment

Job Title	Senior Recruitment Advisor - Systems and Finance
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/2704
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The People and Policy Branch are the front line of human resources (HR) for the department. We deliver timely and accurate responses to various client groups and support our people across the country with a strong focus on customer service and building trusting relationships with employees and business areas. We offer general and specialist HR advice and case management services for issues related to workplace relations, performance, probation, recruitment, attendance, behaviour and workplace rehabilitation.

The Recruitment Section provides assistance and support to the department by providing advice on matters including, but not limited to: recruitment planning, advertising vacancies, engagement and extension of non-ongoing employees, engagement and extension of external workers (labour hire employees), eRecruit guidance and support, expressions of interest, transfers between agencies, secondments, accessing merit pools, advice on affirmative measure positions and the merit principle.

Duties

The Job

As an APS 5 Senior Recruitment Advisor - Systems and Finance, your duties will include:

- engaging with internal and external stakeholders on recruitment matters via the recruitment hotline, inbox and other communication methods, building strong working relationships to ensure positive outcomes
- oversight of recruitment related procurement, and management of financial processing to ensure compliance with standards and procedures
- assisting your team in providing a broad range of support, systems and solutions through the analysis, development and implementation of HR strategies, frameworks, guidance and reporting materials
- producing monthly and ad hoc reporting for internal stakeholders using an e-recruitment system (currently HireRoad's eRecruit)
- supporting a positive team environment and contributing to team outcomes as well as providing guidance, support and training to new and existing team members
- producing high level written correspondence and advice including developing/updating procedures, policies, e-mail communications and other correspondence as required
- identifying and contributing to process improvements and supporting the delivery and management of projects
- working closely across human resource functions to ensure a collaborative approach to the delivery of work
- undertaking procedural, clerical, administrative support and operational tasks including recruitment processing as required
- assisting with other duties as relevant to the classification and work area.

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

Eligibility

What we are looking for

Knowledge and experience

To be successful in this role you will have:

- experience in a government environment (or similar) with knowledge of government legislation, policies, procedures and

systems, including an e-recruitment platform

- demonstrated experience managing multiple priorities while ensuring attention to detail.

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	Meagan Gormly, 0466 408 344
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729185

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

Closing Date: Thursday 14 September 2023

Legal
Corporate, Climate Change and Energy Legal Strategy and Coordination

Job Title	Director - Practice Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$136,118 - \$158,149
Classification	Executive Level 2
Position Number	2023/3483
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

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

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

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

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

The Legal Strategy and Coordination team provides strategic and administrative support to the Division. The team has a broad range of responsibilities including regular reporting and coordination, managing staffing levels and budget, procuring all external legal services for the department, and managing recruitment for the Division.

The Job

Directors hold a leadership role in the Division. They display honesty and integrity and help to drive the vision and strategic direction of the Division. The Practice Manager will lead with energy and resilience and have a proactive approach to professional and organisational development with the ability to engender enthusiasm and professionalism in others. In this role you will:

- manage the department's legal practice and actively participate in the Division's leadership group, providing briefings (written and verbal) and support to the Legal Executive to manage the workforce and budget.
- plan, manage and monitor Divisional budgets and oversee the management of staffing, resources, expenditure, and reporting.
- contribute to the workforce planning and manage and oversight recruitment activities and the onboarding and training of new starters.
- manage the design and implementation of strategic practices and projects to ensure the effective functioning and continual improvement of the Division.
- oversee all legal services procurement for the department, managing contracts and the payment of suppliers through the finance system and ensuring compliance with all procurement requirements.
- identify whole-of-government and departmental risks and issues and work towards delivering quality outcomes.
- liaise and engage with other internal or external professionals as necessary to exchange views, seek advice and ensure positive outcomes.
- be responsible for motivating, mentoring, and leading a section to deliver on initiatives and goals whilst striving to create an inclusive, responsive, and effective work environment.
- build the capacity of team members, manage performance and wellbeing, and identify development needs and opportunities.

Duties

Knowledge and experience

The successful candidate will have:

- Demonstrated experience in a senior legal practice management, administrative, finance or HR role in a complex organisation or government body.
- Knowledge of the financial, procurement, HR or recruitment frameworks, processes, and systems relevant to the department is highly desirable.
- Tertiary education in project management or business administration is desirable.

Skills and capabilities

The successful candidate will:

- have a proven ability to deliver outcomes and improvement projects in a senior legal practice management or business administration role.
- have a demonstrated ability to lead, mentor, and develop others to build a high functioning team with a shared sense of purpose and direction.
- effectively manage competing and changing priorities with resilience and flexibility.
- use appropriate strategies to resolve conflicts or complex issues with sound judgement, and approach challenging interactions with care and sensitivity.

- strong oral and written communication skills, including the ability to represent a position with clarity and confidence.

We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees and carers.

Eligibility

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

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

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Notes

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

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

To Apply

Position Contact	Kate D'Assumpcao, 02 5156 4795
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0729188

Australian Human Rights Commission

Closing Date: Tuesday 12 September 2023

Policy Workplace and Community Education

Job Title	Project Officer - Education
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$77,533 - \$98,079
Classification	APS Level 5;APS Level 6
Position Number	N/A
Agency Website	

Job Description

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

The Workplace and Community Education team at the Australian Human Rights Commission is growing! We are currently seeking 2 new Project Officers – Education. These roles will be responsible for scoping, developing and delivering educational resources and external training programs across a range of human rights and anti-discrimination issues. Experience developing and delivering education and training for diverse audiences will be highly regarded.

The positions are for a period of 12 months with the possibility of extension.

The successful applicants will be employed at APS Level 5 or 6 depending on their skills and experience. The salary range is \$77,533-\$98,079 p.a. plus 15.4% superannuation.

The positions are based in Sydney, however fully remote working arrangements will be considered.

Duties

1. Scope, develop and deliver external training programs on a range of anti-discrimination legislation/human rights issues and the functions of the Commission for Australian Government agencies, non-government agencies, community and private sector organisations and the Australian community.
2. Develop, update and customise the Commission's online training modules as required and support the administration of the Commission's Learning Management System.
3. Develop and update educational resources e.g. factsheets, infographics, community guides and maintain these on the website.
4. Work collegially with internal stakeholders across the Commission in the planning, administration and conduct of the team's work and in the development and delivery of the Commission's identified education and training goals and priorities.
5. In collaboration with the Team Leader – Workplace and Community Education, support the establishment and ongoing convening of internal networks such as the Knowledge Translation Community of Practice and Training Co-Facilitators Network.
6. Respond to requests for training from external stakeholders, including the provision of advice on the feasibility of developing new and/or customised training programs and modules.
7. Maintain effective liaison with relevant government, non-government and community organisations and assist in the implementation of the Commission's education and training programs with those organisations.
8. Provide organisational and logistical support for training and education activities conducted by the Commission and work collaboratively with other team members.
9. Other duties consistent with the above as directed.

Eligibility

1. Demonstrated experience in the development and delivery of education or training programs in an adult learning environment, with a demonstrated understanding of best practice adult learning principles, innovative training programs and the use of online learning technologies.

2. Relevant knowledge across a range of contemporary human rights issues and/or anti-discrimination legislation.
3. Experience in the development and production of educational resources and training materials (including content development, design, print, distribution and promotion).
4. A demonstrated understanding of accessibility issues and the capacity to effectively address these in training materials and delivery modes.
5. Demonstrated project management skills including an ability to manage competing priorities, experience in coordinating resources and responding flexibly to changing work demands.
6. Excellent written and verbal communications skills, with an ability to communicate in plain English.
7. Excellent presentation, relationship building, and partner/stakeholder management skills.
8. Relevant qualifications in education/training (eg, Certificate IV), and/or equivalent experience.

Notes

About the Australian Human Rights Commission

To Apply

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

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Attorney-General's

Vacancy VN-0729195

Australian Human Rights Commission

Closing Date: Tuesday 12 September 2023

Policy Workplace and Community Education

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

Job Description

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

The Commission is looking for an APS Level 4 Administrative Officer to provide comprehensive administrative assistance to the Workplace and Community Education Team for a 12 month period.

Duties

1. Provide comprehensive administrative assistance to the Workplace and Community Education Team, including:
 - a. managing shared email inboxes and responding to enquiries from the public
 - b. coordination of training contracts, licence agreements, invoices and payments (incoming and outgoing), including liaison with the Legal and Finance teams.
 - c. administering the Learning Management System (LMS) e.g. providing access to new users; support for users with login/password difficulties; generating reports on enrolment and completion data.
 - d. record management including data entry e.g. training enquiries log
 - e. diary management, arranging training workshops and meetings.
 - f. logistical support for workshops e.g. coordinating room bookings, pre-workshop communication, catering, printing.
 - g. updating the Education section of the Commission webpage as required.
 - h. organising travel and accommodation bookings for the team.
 - i. coordination of communication such as correspondence and telephone calls, taking minutes at meetings.
2. Work collegially with other members of the Workplace and Community Education Team and other internal stakeholders across the Commission in the planning, administration and conduct of the team's work and in the development and delivery of the Commission's identified goals and priorities.
3. Support the development of educational materials under the direction of, and in consultation with, the Team Leader – Workplace and Community Education.
4. Other duties as directed.

Eligibility

1. Ability to provide high-level executive/administrative support and to work flexibly and collegially in a team environment.
2. Good organisational and administrative skills including technology/computer skills, financial management skills, and the ability to work with minimal supervision, to set priorities and to meet deadlines.
3. Excellent written communication skills, including the ability to write clearly and effectively for a wide range of audiences.
4. Good verbal communication skills, including the ability to:
 - a. communicate with members of the general public
 - b. liaise with senior representatives from government, civil society and business – as well as their Executive assistants
 - c. communicate sensitively and effectively with people from a range of backgrounds.
5. Understanding of contemporary human rights issues within Australia (desirable).

Notes

About the Australian Human Rights Commission

To Apply

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

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Attorney-General's

Vacancy VN-0729031

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Friday 13 October 2023

Capability and Strategy
Innovation and Technology Solutions Technology Platforms and Solutions

Job Title	Engineer, Platforms
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$93,840 - \$106,905
Classification	APS Level 6
Position Number	568
Agency Website	https://www.austrac.gov.au/

Job Description

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

The Platforms Engineer role sits within a highly skilled team of engineers within AUSTRAC's Innovation and Technology Solutions branch. The team has operational accountability and responsibility for designing, deploying, supporting, and patching AUSTRAC's foundational technology platforms, as well as working with agile product teams to deliver new and updated

business applications into production.

To develop your skills gradually, you will be responsible for operational activities such as responding to basic technical requests, actioning user maintenance activities and morning health checks. Over time, you will progress to more challenging work, including automation, patching, upgrades and working with project teams. As the successful candidate, you will be exposed to a wide variety of enterprise technology, including:

- Linux
- Kubernetes
- Ansible
- Atlassian's Jira/Confluence

You will have the opportunity to acquire skills in these technologies over time through a combination of self-initiated interest research, on the job learning from peers and formal training.

Our Ideal Candidate:

The ideal candidate will play a critical role in Operational accountability for AUSTRAC's foundational IT platforms and delivery of new projects with internal product teams.

To succeed in this role, applicants will be able to demonstrate:

- Well-developed oral and written communication skills
- Ability to work collaboratively with cross-functional teams
- Strong interest in technology with a demonstrated desire to build technical IT skills
- Relevant studies in the IT field and/or relevant work experience
- On occasion the ability to work after hours to support project releases and maintenance activities
- While not mandatory, some knowledge in any of the following areas would be considered highly desirable:
 - Linux
 - Python or Bash scripting
 - Git source control
 - Agile application delivery

The role is based in AUSTRAC's Sydney office. Initially, this role will require the successful candidate to come into the office four days per week. Once they have built up their skills and knowledge of the environment, they will be able to transition to AUSTRAC's standard hybrid working model, which requires staff to attend the office a minimum of two days per week.

Duties

Under limited supervision the Engineer, Platforms is responsible for:

- Performing platform engineering tasks leveraging skills in Linux, Kubernetes, Ansible, and Atlassian's Jira/Confluence.
- Documenting operational designs/procedures, as well as operational support activities such as morning checks and responding to support questions.
- Taking accountability to resolve issues that are encountered and consulting with the team where required. Performing after hours support and deployment activities aligned to project and maintenance activities when required.
- Developing and maintaining relationships with internal and external stakeholders.
- Contributing towards continuous improvement in processes to ensure efficiency.

- Ensuring all operational and project delivery is aligned to AUSTRAC’s security policies and processes.

Eligibility

Eligibility
The successful applicant will be required to undergo a security assessment to obtain a NV1 security clearance and satisfy AUSTRAC's pre-engagement checks.

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

Notes

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

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

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	John Costa, 02 99500728
Agency Recruitment Site	https://www.austrac.gov.au/

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

Closing Date: Wednesday 13 September 2023

ACSQHC
ACSQHC SQIS

Job Title	EL1 Senior Health Data Analyst, SQIS
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$111,929 - \$127,657
Classification	Executive Level 1
Position Number	20044800
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The Senior Health Data Analyst, will support and lead an array of data analysis work of the Data Analytics team, using their skills with BI tools, SQL and SAS coding from a variety of health data sources. The role will undertake iterative data analysis processes with a focus on development of technical solutions, identifying and developing appropriate data sources and insights, based on the needs and advice of internal and external stakeholders.

Duties

Duties of the Senior Health Data Analyst will include, but are not limited to, the following:

1. Conduct analyses and contribute to the interpretation of safety and quality health data, including the identification and conduct of advanced analytics using BI tools, SQL and SAS from a range of data sources.
2. Analyse and interpret a variety of health data, information and literature, including synthesis into a cohesive narrative.
3. Identify issues and caveats relating to data sources and analytical methods.
4. Advise on strategy, risk management and stakeholder engagement in relation to the key program areas.
5. Undertake the complete range of procurement and project and contract management activities.
6. Develop reports, briefs, advisory group papers, correspondence, presentations and other documents.
7. Provide accurate and concise advice to the Data Analytics Manager on methodology and interpretation of outcomes.
8. Undertake other duties as required.

Eligibility

The successful candidate will have:

- Demonstrated technical expertise and experience in data systems, metadata, assessing information requirements, data extraction and analysis.
- Demonstrated understanding of the Australian healthcare system and a sophisticated understanding of the key elements of healthcare safety and quality.
- Highly developed conceptual and analytical skills, including demonstrated capacity to analyse and interpret healthcare data and information from a range of sources and synthesise these in a coherent, accessible way.
- Demonstrated ability to manage multiple projects, and priorities, and identify and manage risks.
- Excellent communication and interpersonal skills, and a demonstrated ability to consult, liaise, negotiate and develop productive working relationships with a wide range of individuals and interest groups and quality.

Notes

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload:

- A CV summarising your relevant experience and qualifications
- A two-page cover letter broadly addressing your suitability against both the position description and selection criteria.

Candidates must be Australian citizens to be eligible to apply.

Questions about the role can be directed to Suraj Rasakulasingam (02) 9126 3501.

Closing date for applications is **midnight, Wednesday 13 September 2023**.

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

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

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	Suraj Rasakulasingam, (02) 9126 3501
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0729104

Australian Digital Health Agency

Closing Date: Sunday 10 September 2023

Digital Solutions Division
Connected Care Branch

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

Job Description

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

Project Officer – Standards Governance and Uplift will report to the Assistant Director – Standards Governance and Uplift. .

Project Officer – Technical Standards role will report to the Assistant Director - Technical Standards in the Digital Solutions Division. .

The role will exercise a considerable degree of independence, working both autonomously and collaboratively to perform complex work and service delivery. You will be required to engage in complex problem solving and issues management, applying sound decision making and judgement. The role is required to undertake highly specialised, technical work contributing critical elements to projects and business-as-usual service delivery that impact on strategic and operational outcomes for the Agency.

Duties

The role will be responsible for:

- Supporting the uptake of standards use, development and implementation to advance interoperability across the Australian healthcare ecosystem;

- Collaboration with a wide range of stakeholders and partners to deliver standards program activities and projects;
- Providing expertise and technical knowledge in specialist areas to inform a range of programs and activities for the Agency;
- Supporting Agency participation in standards development processes and events; and
- Providing standards-related technical advice, reports and support for high profile committees and Agency executives.

Skills & Experience

- Highly organised with sound knowledge of digital transformation, digital health standards and digital health interoperability.
- Flexibility to work on multiple projects and priorities, and the ability to pivot between different projects and activities.
- Demonstrated experience in managing digital health projects in a multi-vendor environment, creating and managing integrated project schedules that align dependencies and deliverables, track progress and minimise project risk.
- High level stakeholder engagement skills and be able to understand, negotiate and resolve very complex, difficult, and/or sensitive issues
- Assist with the management of Agency procurement, contracts, and finance requirements
- Excellent written and oral communication skills, assist in preparation of ministerial briefs, agendas, papers, and reports.

Eligibility

- Ability to obtain and maintain a Baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.
- Australian Citizenship
- Ability to obtain and maintain national police check.

Notes

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

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

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

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

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Lisa Murphy, 07 3023 8418
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0728790

Department of Health and Aged Care

Closing Date: Wednesday 20 September 2023

Office of Drug Control
Office of Drug Control Narcotics Control

Job Title	Assistant Director, Narcotics Control Section
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-ODCDIV-19833
Agency Website	

Job Description

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

The **Office of Drug Control** regulates and provides advice on the import, export and manufacture of controlled drugs, including the cultivation of cannabis for medicinal purposes, to support Australia's obligations under the International Drug Conventions. **The Executive Level 1, Assistant Director** will lead a team involved in the import and export of controlled drugs in accordance with domestic and international obligations.

Duties

- Supervising and establishing a small team engaged in issuing licences and permits for the import and export of controlled drugs.
- Liaising with international authorities on import export matters.
- Building capability in a team environment through coaching, peer review, providing performance feedback and providing technical advice to staff

- Applying sound decision making and judgment to exercise delegations authorising the import, export of drugs consistent with legislative requirements and principles of best practice regulation
- Formulating written and verbal advice for internal and external stakeholders on complex regulatory and policy issues relating to drug controls
- Managing projects to identify, develop and implement improved procedures, processes, key indicators and information tools to ensure that the section delivers a robust compliance framework that is consistent with domestic laws and international relations
- Consulting, liaising and negotiating with industry, law enforcement agencies, other Government agencies and international agencies on reporting and technical matters relating to the licit import, export, manufacture and movement of controlled drug substances

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level. **Notes**

Applications close **11:30pm AEST**.

Applicants are asked to quote reference number **23-ODCDIV-19833** to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, **our policy requires a minimum of one day a week in the office**. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

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	Darren Jones, 02 6289 3408
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0728980

Department of Health and Aged Care

Closing Date: Wednesday 13 September 2023

Information Technology Division
Data and Analytics Platform Services Branch Program Section

Job Title	Executive Level 1 - Architect (Data Solutions)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-ITDIV-19696
Agency Website	

Job Description

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

The EL1 Architect (Data Solutions) is accountable under broad direction to provide technical leadership and guidance for complex work that delivers high-quality professional solution architecture and design services to assigned projects or domain teams. This is a great opportunity to join a Branch that uses Agile methodologies and places a high importance on culture and team work.

Duties

- Produce architectural and design documentation, understand and contribute to enterprise patterns and apply industry recommended approaches, frameworks, principles, patterns, and technologies.
- Provide strong leadership, mentorship and coaching to other members of the Department's architecture community of practice.
- Research data trends, industry dynamics, frameworks and tooling to guide the Department's data usage standards and principles.
- Actively collaborate, resolve concerns and disputes and negotiate beneficial outcomes with a diverse set of stakeholders with varying levels of technical and data proficiency levels to deliver tangible value to the Department.
- Drive innovation and promote a culture of continuous improvement, work collaboratively and willingly share information and work with peers to streamline processes and create efficiencies.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level. **Notes**

- **Applications close 11:30pm AEST.**
- Applicants are asked to quote reference number **23-ITDIV-19696** to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, **our policy requires a minimum of one day a week in the office.** The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

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To Apply

Position Contact	Uma Mallampati, 02 6289 7540
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0729062

Department of Health and Aged Care

Closing Date: Wednesday 13 September 2023

People Communication and Parliamentary Division
People Branch

Job Title	Executive Level 1 - Assistant Director, WHS and Assistant Director, People Management
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-PCPDIV-19859
Agency Website	

Job Description

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

As an Assistant Director, you will be required to lead a team to deliver on sections key responsibilities, including supporting and mentoring junior members of the section.

You will have responsibility to manage complex matters requiring judgement and discretion. You will be responsible for providing specialist advice to staff, managers, and the executive while keeping your leadership briefed on all work on hand.

Duties

- Lead and manage a small team in a hybrid setting.
- Analyse, report and develop strategies for case management and strategic trends and/or issues.
- Monitor and deliver responsive solutions for department employees in accordance with relevant legislation and department policies and guidelines.
- Lead the development and review of policies and procedures to ensure compliance and best practice.
- Actively develop and maintain working relationships across the organisation and externally with employers and stakeholders.
- Promote workplace safety, equity and diversity and environment practices in the workplace.
- The ability to manage teams, assurance processes, and wellbeing initiatives, including contributing to broader people initiatives.
- Commit to, promote and model the APS Values and APS Code of Conduct.

Eligibility

To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level. **Notes**

- **Applications close 11:30pm AEST.**
- Applicants are asked to quote reference number **23-PCPDIV-19859** to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a **minimum of one day a week in the office**. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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 12 months.

Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

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To Apply

Position Contact	Jaime Cave, 02 6289 8865
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0729063

Department of Health and Aged Care

Closing Date: Wednesday 13 September 2023

People Communication and Parliamentary Division
People Branch

Job Title	APS Level 6 - WHS Advisor, Rehabilitation Case Manager and Case Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-PCPDIV-19869
Agency Website	

Job Description

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

We are currently looking to fill multiple APS 6 roles -

- **As a WHS Advisor** you will provide advice and guidance on matters relating to WHS including researching and interpreting relevant legislation. You will work with and support the Assistant Director to deliver key initiatives for the Department of Health in relation to WHS deliverables.
- **Rehabilitation Case Managers** provide active management to ill and injured employees to either assist them to stay at work, or to return to work safely and effectively. They provide specialist advice that is informed and directed by a sound knowledge of compensation and injury prevention/management principles, procedures and processes. Rehabilitation Case Managers work under limited supervision.
- **People Management Case Manager** advise and support managers with people issues including performance, behaviour and workplace conflict. They undertake or manage formal processes such as underperformance, code of conduct investigations, and reviews of action / decisions.

Duties

- Provide specialist work health and safety services, advice and support on topics ranging in complexity and sensitivity, including research and investigation.
- Contribute to the planning and implementation of work health and safety policies and procedures.

- Review and evaluate work health and safety programs, policies and services, and apply expertise to make recommendations to resolve issues, while ensuring appropriate legislation, policies, procedures, requirements, regulatory practices and services are adhered to.
- Work with work areas needing to complete risk assessment, risk management activities, and assist work areas to implement controls.
- Lead prevention-focused project work and demonstrating completion and review.
- Prepare written communications including briefs, reports and guidelines.
- Build and sustain productive working relationships with internal and external clients, service providers and stakeholders, including participation in consultative forums.
- Develop, coach, and mentor staff as required.
- Contribute to the promotion of a positive safety culture within the Department.
- Providing case management services for injured and ill employees, including effective and timely advice and consultancy services to staff and managers in accordance with the agency's Rehabilitation Management System and related, policies and guidelines.
- Management of workers compensation processes to ensure the agency meets its obligations under relevant legislation.
- Initiate early intervention and implement strategies to support a timely return to work of ill and injured employees.
- Actively manage the risk of workers compensation premium escalation; and provide recommendations for prevention of injury and illness interventions.
- Monitor and seek continuous improvement on the rehabilitation process to improve health, safety and rehabilitation outcomes including: early intervention, non-compensable/ fitness for duty, workers compensation, reasonable workplace adjustment and partial/full invalidity.
- Engaging, advising, and supporting managers and staff at all levels to identify and address performance, behaviour, attendance, probation, and workplace conflict issues.
- Providing advice and support to managers to undertake informal performance management.
- Undertaking or managing formal underperformance processes.
- Effective and innovative case management within APS employment and legislative frameworks.
- Delivering sensitive and complex written material and presentations, including reports, business cases and briefs.
- Providing strategic advice to managers and Senior Executive Staff.

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. **Notes**

- **Applications close 11:30pm AEST.**
- Applicants are asked to quote reference number **23-PCPDIV-19869** to assist when making an enquiry.
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negotiated with your manager on commencement. **While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office.** The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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 12 Months.

This recruitment exercise is being used to fill multiple roles. Applicants are not expected to have all the listed responsibilities or capabilities, however, will need to meet enough to be deemed suitable.

Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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To Apply

Position Contact	Jaime Cave, 02 6289 8865
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Professional Services Review

Closing Date: Tuesday 12 September 2023

Corporate Support Unit
Corporate Support Unit

Job Title	ICT Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$78,928 - \$83,479
Classification	APS Level 5
Position Number	20044783
Agency Website	https://www.psr.gov.au/

Job Description

HrEnquiries@psr.gov.au

Job overview

As a member of the Corporate Support Unit the ICT Support Officer provides a range of support and technical services and assists with the development and implementation of ICT related policy and procedures. The Corporate Support Unit is a small team that supports all aspects of corporate functions including corporate governance, ICT, finance, human resources, property and security.

The ICT Support Officer is responsible for:

- support and technical services including user support, infrastructure and resource management
- procurement and project/contract management
- liaison with industry representatives
- contributing to the development, implementation and maintenance of the strategic policies and procurement plans for PSR's ICT systems
- contributing to business improvement.

Role expectations

The ICT Support Officer works as a key member of a broader PSR team to meet deadlines in a busy work environment and must establish and maintain collaborative working relationships with staff and outsourced contractors. The ICT Support Officer must be team oriented, have strong technical and organisational skills that enable effective management of workload in a busy work environment, and be able to effectively communicate ICT knowledge and solutions to staff at all levels.

As a member of a small team in a small agency, the ICT Support Officer is expected to work autonomously and as a member of a geographically dispersed team, demonstrating flexibility where responsibility of tasks may be shared. This includes the ability to perform well under pressure, manage competing priorities, meet deadlines, and contribute to team goals and resources.

Duties

Role responsibilities

The ICT Support Officer's duties include:

- providing a helpdesk service and the resolution of day-to-day ICT issues
- providing systems administration and associated technical support for a Windows based office environment, financial, HR and records management systems, and an Agency specific case management system
- providing system administration and technical advice on the Agency's telephone system
- providing limited Webmaster functions in support of the Agency's internet and intranet
- providing Level 2 support for systems and database administration across all components of the PSR's ICT systems, including effective liaison with outsourced providers for Level 3 support
- contributing to the provision of accurate and detailed reports on ICT services
- contributing to the development, maintenance and improvement of internal systems and processes of the Agency
- identifying ICT opportunities to improve the efficiency and effectiveness of business processes
- assisting with procurement processes that are compliant with Commonwealth requirements and effectively managing current ICT maintenance and service contracts
- assisting with ICT Benchmarking and IPV6 surveys and eventual implementation of better practice recommendations
- possible after hours 'On-Call' duties to maintain ICT BAU activities
- assisting with the purchase, maintenance and replacement of all ICT assets
- other ad hoc tasks as required.

Eligibility

Job Specific Capabilities and Experience

- Demonstrated experience in providing client services and maintaining a range of Microsoft Office and specific business systems hosted on a Microsoft Windows network, IT hardware, servers and infrastructure
- Demonstrated ability to work with IT best practice based on ITIL, understanding of IT security fundamentals and ensuring processes and policies are adhered to
- High level analytical and problem-solving skills, including resolving issues with users working remotely out of the office. This includes the capability to define issues and determine workarounds and the best course of action to address the issue
- Demonstrated flexible approach to work, displaying willingness to meet evolving organisational needs
- Minimum of two years' experience in a Service Desk\Help Desk or ICT Support role with demonstrated ability to provide support remotely via telephone/email/instant messaging and physically onsite. Experience within a legal environment is desirable.

Mandatory qualifications or registration with professional bodies

- Qualifications in information technology or computing desirable

Notes

HOW TO APPLY

When applying, please include a one-page pitch, CV/resume and contact details of two referees (one being your current supervisor).

Your application will be assessed on your ability to demonstrate that you possess the required skills, knowledge, experience and qualifications to perform the role.

Your one-page pitch is your opportunity to tell us why you are the right person for the position, why

you want to work for us, and what you can contribute. Make sure you read the role responsibilities and highlight some specific examples or achievements that demonstrate your ability to perform the role. Please ensure that you reference the [ILS for APS 5 employees](#) and the skills and attributes as stated in the 'Job overview' and 'Role expectations' sections.

For further information about our organisation and working for us follow the below link:

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

To be eligible for employment at Professional Services Review Agency applicants must be Australian citizens.

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

About the Professional Services Review

PSR was established in July 1994 as an Agency within the Health Portfolio to protect the integrity of Medicare and the PBS. PSR is responsible for reviewing and examining possible inappropriate practice by practitioners when they provide Medicare services or prescribe Government subsidised medicines under the PBS. PSR examines suspected cases of inappropriate practice that have been referred by the Chief Executive Medicare. PSR is established under Part VAA of the Health Insurance Act 1973, which sets out the role and powers of the Agency, as well as the process that it must follow when conducting its work. Through the performance of its statutory role, PSR protects patients and the community from the risks associated with inappropriate practice, and protects the Commonwealth from having to meet the cost of medical and allied health services provided as a result of inappropriate practice. PSR encourages workplace diversity and welcomes applications from Indigenous Australians, people of non-English speaking background and people with a disability. To find out more, visit our website at www.psr.gov.au

To Apply

Position Contact	Georgia Weichert, 0497 120 581
Agency Recruitment Site	HrEnquiries@psr.gov.au

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Health

Vacancy VN-0729118

Professional Services Review

Closing Date: Tuesday 12 September 2023

Corporate Support Unit
Corporate Support Unit

Job Title	Property and Security Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$78,928 - \$102,709
Classification	APS Level 5;APS Level 6
Position Number	20044784
Agency Website	https://www.psr.gov.au/

Job Description

HrEnquiries@psr.gov.au

Job overview

As a member of the Corporate Support Unit the Property and Security Officer works to manage and maintain the facilities and security of PSR and its staff. The Corporate Support Unit is a small team that supports all aspects of corporate functions including corporate governance, ICT, finance, human resources, property and security.

The Property and Security Officer is responsible for:

- PSR's physical and personnel security, in consultation with the Chief Security Officer
- conducting research and analysis on a range of corporate related matters
- procurement, contract management and administration
- liaising with a range of providers and stakeholders, including representing PSR at various forums
- identifying and implementing improvements to property and security processes and systems
- contributing to the effective delivery and enhancement of ongoing services and systems that support the agency's core business
- preparing reports and other documentation for review by more senior staff
- assisting in the development of property and security policy documents for review and publication
- assisting in project management and coordination activities
- providing advice on areas of responsibility.

Role expectations

The Property and Security Officer will have effective written and verbal skills to facilitate clear communication with senior managers and staff, and with internal and external stakeholders. As a member of a small team in a small agency, the Property and Security Officer is expected to work both autonomously and as a member of a geographically dispersed team, demonstrating flexibility where responsibility of tasks may be shared. This includes the ability to perform well under pressure, manage competing priorities, meet deadlines, and contribute to team goals and resources.

The Property and Security Officer is also expected to exercise sound judgement in decision

making and apply analytic and problem-solving skills in varied work. The Property and Security Officer should be able to contribute to process improvements across areas of responsibility.

Duties

Role responsibilities

The Property and Security Officer duties include:

- performing security adviser functions as delegated by the Chief Security Officer from time to time
- managing security clearances on behalf of PSR and communicating with the Australian Government Security Vetting Agency (AGSVA)
- providing proactive and responsive, high quality, customer service focused protective security and property planning, management, assurance and guidance to internal and external stakeholders
- managing compliance and assurance within the security governance framework, including the mandatory requirements of the Government's Protective Security Policy Framework (PSPF)
- assisting in identifying security risks and implementing proportionate treatments to mitigate those risks
- working under limited direction to draft, interpret, implement and manage policy and procedures for effective protective security in PSR
- overseeing the management of PSR property including repairs and maintenance, liaison with PSR's landlord and outsourced property management services supplier, and security access (including building / floor / car parking pass allocation and management)
- managing security and property-related projects, including relevant procurement activities and contractor and stakeholder management
- acquiring and managing office furniture and equipment
- contributing to strategic planning for PSR security and property and assisting with the development, implementation, monitoring and review of policy and planning documents and SOPs including PSRs disaster preparedness and recovery plan, Property Management Plan and Memorandum of Understanding with Department of Health and Aged Care
- contributing to the provision of property and security reports including preparing and maintaining environmental reporting (OSCAR and Waste Disposal - NPC), and the Australian Government Office Property Data Collection (PRODAC) Report
- engaging with portfolio/government-wide security and property communities
- possible after hours 'On-Call' duties.

Eligibility

Knowledge required

Job Specific Capabilities and Experience

- Proficiency in the use of Microsoft Office applications and experience or the ability to quickly acquire an understanding of security and building maintenance systems
- Ability to negotiate and manage contracts and resolve service delivery problems in a timely and satisfactory manner
- Sound knowledge of relevant legislation, rules, regulations and procedures, including the PSPF and Commonwealth Procurement Rules or the ability to quickly acquire knowledge
- Ability to manage small projects
- Demonstrated flexible approach to work, displaying willingness to meet evolving organisational needs
- Experience in or the ability to quickly acquire an understanding of building and facilities management including disaster preparedness

Mandatory qualifications or registration with professional bodies

- Relevant security qualification, such as the Certificate IV or Diploma in Government (Security), is desirable

Notes

HOW TO APPLY

When applying, please include a one-page pitch, CV/resume and contact details of two referees (one being your current supervisor).

Your application will be assessed on your ability to demonstrate that you possess the required skills, knowledge, experience and qualifications to perform the role.

Your one-page pitch must indicate which APS level you are applying for and if you are apply for both levels it must make this clear.

Your one-page pitch is your opportunity to tell us why you are the right person for the position, why you want to work for us, and what you can contribute. Make sure you read the role responsibilities and highlight some specific examples or achievements that demonstrate your ability to perform the role. Please ensure that you reference the [ILS for APS 5/6 employees](#) (as relevant) and the skills and attributes as stated in the 'Job overview' and 'Role expectations' sections.

For further information about our organisation and working for us follow the below link:
<https://www.psr.gov.au>

To be eligible for employment at Professional Services Review Agency applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level (Negative Vetting Level 1). The successful applicant must be willing to disclose all relevant and required information.

About the Professional Services Review

PSR was established in July 1994 as an Agency within the Health Portfolio to protect the integrity of Medicare and the PBS. PSR is responsible for reviewing and examining possible inappropriate practice by practitioners when they provide Medicare services or prescribe Government subsidised medicines under the PBS. PSR examines suspected cases of inappropriate practice that have been referred by the Chief Executive Medicare. PSR is established under Part VAA of the Health Insurance Act 1973, which sets out the role and powers of the Agency, as well as the process that it must follow when conducting its work. Through the performance of its statutory role, PSR protects patients and the community from the risks associated with inappropriate practice, and protects the Commonwealth from having to meet the cost of medical and allied health services provided as a result of inappropriate practice. PSR encourages workplace diversity and welcomes applications from Indigenous Australians, people of non-English speaking background and people with a disability. To find out more, visit our website at www.psr.gov.au

To Apply

Position Contact	Georgia Weichert, 0497 120 581
Agency Recruitment Site	HrEnquiries@psr.gov.au

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0728934

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date: Tuesday 12 September 2023

Territories Division
Mainland Territories Branch Mainland Territories Policy

Job Title	APS 6 Policy Officers, Mainland Territories and Indian Ocean Territories
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Jervis Bay ACT
Salary	\$88,466 - \$99,155
Classification	APS Level 6
Position Number	43681
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers/index.aspx>

The opportunity we have available

The Indian Ocean Territories Policy Section and Mainland Territories Policy Section have a number of positions available for immediate filling and will use this process to establish a merit list. Tasks to be undertaken will have a strong policy focus. This will include:

Indian Ocean Territories Policy (Canberra based)

- Assisting with the research, development, and drafting of options to support economic, social and environmental sustainability in the Indian Ocean Territories;
- Assist with drafting replies to correspondence, policy queries and ministerial briefs;
- Assist with the preparation of background papers on issues, as they arise;
- Discuss complex policy issues within the team environment;
- Where required, assist with the secretariat function of any meetings requiring Departmental representation;
- Support the procurement and contract management of consultancies; and
- Liaise with various stakeholders and support the team's engagement with a variety of government agencies.

ACT/NT and National Redress Scheme Policy Officer (Canberra based)

You will be involved in a range of work, with a focus on National Redress Scheme, ACT and NT matters:

- Assisting the provision of strategic policy advice to Government on self-governing territory matters in the ACT and NT;
- Preparing briefings, correspondence and other papers for the Senior Executive and Ministers, including to support Senior Executives delivering written and face-to-face apologies under the National Redress Scheme. A significant number of survivors are First Nations people;
- Supporting the negotiation and management of contracts and other Departmental arrangements relevant to National Capital Functions and the Administrator of the NT;
- Managing a range of internal and external stakeholder relationships to deliver section work, including Australian Government, NT Government, ACT Government, Vice Regal and nongovernment contacts; and
- Locating and analysing historical records and other sensitive materials as part of National Redress Scheme work.

In this role you may also have the opportunity to support the Section's work on Jervis Bay Territory matters.

Jervis Bay Territory Policy/Project Officer (Canberra or Jervis Bay Territory based)

You will be involved in a range of policy, project and contract management work, such as:

- Planning, supporting the management of partnerships and resolving issues related to the delivery of state and local government-type services to Jervis Bay Territory, such as land and heritage management, service delivery and governance matters;
- Researching and analysing the complex regulatory environment that exists in Jervis Bay Territory and identifying solutions to facilitate better service delivery;
- Supporting the coordination of emergency management responses in Jervis Bay Territory;
- Supporting the negotiation and management of service delivery agreements;
- Engaging with internal and external stakeholders to deliver section work;
- Preparing briefings, correspondence and other papers for the Senior Executive and Ministers; and
- Visiting Jervis Bay Territory, as required.

Duties

We are seeking candidates who are strategic thinkers, outcomes driven, accountable and future focused. To be successful in this role, you will enjoy working in a small team and diverse environment. You will also demonstrate, or have the potential to develop, the following:

- Strong research and analytical skills, including the capacity to prepare briefs and policy papers on the outcomes of your research;
- Experience in, or an understanding of, policy development and contract management, with the ability to quickly develop in-depth knowledge of key work areas and provide accurate, specialised advice;
- Strong written and oral communications skills, including briefing on complex matters;
- Strong stakeholder engagement skills and the ability to work well in a team environment;
- Demonstrated sound judgement and initiative, demonstrated problem solving skills, and the ability to maintain confidentiality;
- The ability to manage competing priorities in a busy environment and to demonstrate leadership and accountability;
- Sensitivity to cultural differences and experience working with First Nations communities will be highly regarded; and
- A willingness to work on sensitive National Redress Scheme matters (for the ACT/NT and National Redress Scheme Policy Officer role only)

Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** candidates must be an Australian citizen to be eligible for employment with the department.
- **Health Assessment:** the preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** the successful candidate must be able to obtain and/or maintain a security clearance at Baseline. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button

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

About the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Clare Nickson, Adam Simonette, 02 6274 7255, 02 6274 6092
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0729144

Office of the eSafety Commissioner

Closing Date: Wednesday 13 September 2023

eSafety Commissioner
Technology and Strategy Strategic Communications

Job Title	Manager, Media and Corporate Communications
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	\$128,896 - \$152,477
Classification	Executive Level 2
Position Number	2499-2023-1
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

As Section Manager of Media and Corporate Communications you will be called upon to lead a small, high performing team of media, corporate content, and social media specialists. You will be responsible for driving and implementing a proactive media strategy, building media relations, and overseeing the production of high-quality media materials such as Op Eds, Blogposts, Media Releases, and media responses for complex and nuanced issues.

Duties

You will oversee eSafety's social media capability by providing management support to the social media lead to ensure channels are maintained and optimised to rapidly respond to online safety issues, staying aligned with broader media and strategic communications strategies.

You will ensure the social media team maintains reactive and proactive strategies, is well placed to respond to live issues, and is effectively engaged across the broader Strategic Communications Branch to ensure channel alignment with marketing campaigns and website activities.

Eligibility

To be eligible for employment with 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 \(AGSVA\) website.](#)

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Kathryn King, (02) 9334 7773
Agency Recruitment Site	https://www.acma.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0729193

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Wednesday 13 September 2023

Research and Education Group Indigenous Country and Governance

Job Title	Research Fellow
Job Type	Full-Time, Non-Ongoing
Location	Acton ACT
Salary	\$100,147 - \$109,855
Classification	Executive Level 1
Position Number	9995134
Agency Website	https://aiatsis.gov.au/

Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

The Indigenous Country and Governance (ICG) unit sits within the Research and Education Group. The ICG team undertakes research, delivers activities and produces a range of information services in relation to native title, cultural heritage, land rights, Indigenous governance, land and sea management, and international rights. The team works closely with stakeholders in the native title sector to ensure the work of ICG aligns with the needs of the sector, particularly those of native title organisations.

Duties

We are seeking a highly performing and talented Research Fellow develop and delivery key native title and governance activities under the ICG work plan.

In this role, you will work collaboratively with the ICG's Director and Assistant Director to deliver resources and provide critical advice to the native title sector and government policy and decision makers, primarily focused on the recognition, protection and implementation of native title rights and interests, international rights and the interaction with Indigenous rights and nation building, cultural heritage, and facilitating capacity development, corporate and Indigenous governance.

Key responsibilities of the role include:

- undertaking research in relation to native title, cultural heritage, indigenous rights (including international rights) and governance to progress the ICG Work Plan activities and provide evidence-based research for use by the native title sector and government organisations
- applying technical expertise to inform the development of a wide range of publicly available information and resources for access by the native title sector and government organisations
- drafting complex submissions to proposed legislative reform at both the State and Commonwealth levels, as those amendments relate to the work of the ICG
- engaging effectively and respectfully with a wide range of external stakeholders to build ICG engagement in native title networks and to promote outputs of the ICG
- mentoring junior staff, supporting their knowledge and skills development in relation to native title.

Eligibility

Our ideal candidate must demonstrate:

- An ability to provide critical advice, to think and act strategically and to solve complex issues
- An ability to provide professional, technical, legal and administrative advice regarding native title and associated issues
- An ability to produce a range of high-level advices, submissions, briefs and reports in relation to native title and associated topics
- An ability to represent and contribute to stakeholder meetings, forums and conferences
- An ability to achieve results, seeing projects through to completion.
- A strong understanding of and experience in native title practice
- Hold a degree in a relevant field of study, such as law or anthropology, and preferably hold or be undertaking post-graduate studies in a relevant field.

Cultural Capability

The ideal candidate will also:

- Demonstrate 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
- Demonstrate an informed, authentic and respectful understanding of Aboriginal and Torres Strait Islander cultures and societies
- Engage respectfully with Aboriginal and Torres Strait Islander peoples and communities

- Demonstrate a willingness to develop knowledge and understanding in ethical best practice as it applies to Aboriginal and Torres Strait Islander research.

Notes

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Felicity Thiessen, (02) 6129 3940
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0729077

Department of the Prime Minister and Cabinet

Closing Date: Wednesday 13 September 2023

Priorities, Delivery and Analytics
Strategic Planning and Data Central Analytics Hub

Job Title	Director, Central Analytics Hub
Job Type	Full-Time;Part-Time, Ongoing
Location	Barton ACT
Salary	\$136,220 - \$162,124
Classification	Executive Level 2
Position Number	PMC/2023/194
Agency Website	

Job Description

<https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT>

The Opportunity

The Priorities, Delivery and Analytics Division has a critical role in supporting the strategic alignment, tracking and delivery of the Government's agenda. The Division supports the Prime Minister's Office (PMO) with real time information on hot issues and strategic advice for policy and briefing work across the Department of the Prime Minister and Cabinet (PM&C). The Division is highly collaborative, both across the PM&C and across the APS more broadly to bring a whole-of-government perspective. Through its support for the Priority and Delivery Committee of Cabinet (PDC), the Division assists the Government to maintain focus on its longer-term objectives while ensuring implementation of immediate priorities.

Within the Division, the Central Analytics Hub supports PM&C, the PMO and the PDC to deliver high quality, insightful, data analysis across a wide range of topics. Managing a large and varied data catalogue, including substantial microdata capability, the team works across PM&C to provide an evidence base for policy. The remit is broad and includes bespoke analytical products on complex policy issues and fast turn-around data products to support briefing. This includes responsibility for building and maintaining robust data pipelines to ensure information is accurate and up to date.

A merit pool may be established and used to fill the same or similar vacancies for 18 months from the date of advertising.

Duties

Our Ideal Candidate

This role requires management of a mid-size team of specialised data analysts working in a sophisticated data environment with a range of data packages available.

Role requirements:

- Lead and direct a variety of data analysis projects, including working across multiple data sets
- Manage data pipelines, data quality and data documentation
- Think strategically, synthesise information and apply a high degree of judgement to the curation and presentation of information
- Communicate effectively, particularly complex technical information to a variety of audiences
- Build strong working relationships with a range of stakeholders across the APS and collaborate to achieve outcomes, including working with non-technical stakeholders
- Manage and direct a mid-sized team, and coach and grow data science capability
- Exhibit flexibility and resilience in response to a dynamic and fluid program of work technical capabilities
- Proficiency in an analytical computer language (e.g. R or Python) is essential alongside a willingness to learn and teach new technologies
- Experience with any of: Azure DevOps, git, SQL or advanced Excel desirable

- Experience with data analysis methods including regression, machine learning, natural language processing or other quantitative research methods desirable.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain a Negative Vetting Level 1 (Secret) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Heather Cotching, 0447 106 048
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Job Title	Work, Health and Safety Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD
Salary	\$106,801 - \$129,949
Classification	Executive Level 1
Position Number	T01897
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

<https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2D>

The Corporate Services team provides human resources, information management, & technology and corporate administration services to the organisation. In addition, it oversees work, health and safety (WH&S) and facilities management functions including asset management and fleet operations. The team leads and coordinates a range of compliance and assurance reporting requirements on behalf of the TSRA, supporting the CEO in enabling the efficient operation of the Torres Strait Regional Authority (TSRA). The TSRA is a dynamic, multi-faceted workplace with staff undertaking work in a range of operating environments including:

- office based (mainly Thursday Island)
- office based /community engagement on inhabited Torres Strait Islands
- community-based Ranger roles located on inhabited Torres Strait Islands where the work includes sea travel, manual labour and outside work in extreme conditions.
- please be aware that the position-holder may be required to travel by light aircraft or helicopter when visiting other Torres Strait Islands.

Duties

Under the direction of the Corporate Services Manager, you will manage all aspects of WHS, rehabilitation and wellbeing at TSRA. You will be responsible for both strategic WHS activities and providing direction on the appropriate implementation of the WHS management systems, including:

- the development, implementation, maintenance and monitoring of the WHS management systems including supporting documents such as policies and procedures. This may include working with the executive, staff or HR team members, and providing them with direction and oversight of policy development.
- supporting the running of a WHS Committee, and manage other consultative and reporting frameworks, and reporting to the Executive on key safety risks.
- working proactively with TSRA managers and employees to identify hazards and existing controls, assess risk and determine the need for additional mitigation strategies, and leading the work to deliver measurable and appropriate improvements.
- working at the individual, team and organisational level to implement initiatives, tools and resources to proactively minimise workplace hazards and risks and prevent physical and psychological injury in the workplace.

- monitoring and reporting on WHS indicators and ensuring regulatory compliance in line with the WHS legislative framework.
- providing strategic and operational WHS and wellbeing (including fitness for duty and return to work) advice to managers and employees and working with internal stakeholders to embed sound operational WHS practices across and through all TSRA work units.
- developing and maintaining professional working relationships with other stakeholders including Comcare staff, rehabilitation case managers and our EAP provider. This includes liaising, engaging and collaborating with other internal or external professionals to resolve assessments, complete assessments or make referrals and ensure positive outcomes.

You will work within the Corporate Services team to provide timely and consistent advice, based on the *Work Health and Safety Act 2011*, the *Safety, Rehabilitation and Compensation Act 1983*, TSRA policies, and Australian Public Service guidance and standards. This will include growing and developing the WHS and rehabilitation skills and knowledge of other members of the Corporate Services Team.

Eligibility

We are looking for a candidate with:

An excellent understanding of and experience in providing advice in accordance with the *Work Health and Safety Act 2011*, the *Safety, Rehabilitation and Compensation Act 1983*, associated regulations, standards and codes of practice.

Highly developed written and verbal communication skills, with experience in creating policies, procedures and presentations together with a demonstrated ability to present to large groups of people, as well as to work one-on-one with staff in relation to sensitive health or wellbeing concerns. This includes making decisions that are based on professional judgement and evaluating risks in a complex and changing environment.

A sound understanding of project management principles (to support policy creation, implementation and monitoring), the ability to manage competing priorities, and the flexibility to respond to ad hoc requests. Strong skills in research, analysis and judgement to enable you to manage complex issues.

The ability to work autonomously and to demonstrate sound judgement and risk management skills and expertise. This includes taking responsibility for achieving outcomes, monitoring progress, communicating regularly and following through to deliver quality outcomes.

The ability to take account of the wide range of WHS challenges across the TSRA and provide sound advice in a way that supports delivering outcomes in our unique operating environment with our employees' safety and wellbeing as the highest priority.

Qualifications

- Relevant formal qualifications in WHS and/or safety-related disciplines, e.g. relevant certifications in WHS or a safety-related discipline would be highly desirable.
- Significant relevant practical experience in WHS, rehabilitation and workers' compensation.
- Comcare Rehabilitation Case Management training (or willingness to undertake this 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.

About the Torres Strait Regional Authority

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

To Apply

Position Contact	Samantha Fernando, 0402 494 581
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0729140

Australian Institute of Family Studies

Closing Date: Wednesday 13 September 2023

Information Management Technology
Corporate

Job Title	Technical Business Analyst
Job Type	Full-Time, Non-Ongoing
Location	Southbank VIC
Salary	\$87,092 - \$97,092
Classification	APS Level 6
Position Number	23-11
Agency Website	https://www.aifs.gov.au/

Job Description

<https://aifs.gov.au/main/work-with-us>

Technical Business Analyst

Information Management Technology
Full-time (FTE 1.0)
Non – ongoing 12 month opportunity

An exciting opportunity exists for an enthusiastic and motivated self-starter, with the ability to bring together people across a myriad of teams and backgrounds, with varying degrees of technical capability.

About us

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing. We produce research about 'what works for families' and make it accessible to decision makers, practitioners and the general public.

Our team

The Information Management and Technology (IMT) team are responsible for the delivery of strategic IMT initiatives and activities that enable the achievement of the Institute's business objectives. This includes supporting the Institute's infrastructure and operational environments, implementing and maintaining cybersecurity best practice, providing IT support services and pursuing an agenda of technological uplift to support operational excellence. As a team, we pride ourselves on our friendly, responsive, solution-driven approach.

Duties

- Gather and create documentations and validate business requirements and acceptance criteria from stakeholders and users.
- Translate business requirements into technical specifications and design documents.
- In conjunction with the Business Intelligence Manager, conduct feasibility, proof of concept and cost-benefit analyses to evaluate potential solutions and alternatives.
- Facilitate workshops and meetings with stakeholders and technical team members to elicit feedback, resolve issues and ensure alignment.
- Coordinate and manage the development, testing and deployment of technical solutions and applications.
- Perform quality assurance and user acceptance testing activities to ensure the solutions meet the business expectations and standards.
- Provide training, support and documentation to end users and stakeholders.
- Monitor and report on the performance, status and progress of the projects and solutions.

Please read the Position Description for a comprehensive description of the key requirements.

Eligibility

Terms

The Technical Business Analyst position is a non-ongoing role (12 months), on a full-time (FTE 1.0) basis. The salary range is AIFS Band 6 \$87,092 - \$97,092 (depending on the skills and experience of the successful applicant) plus 15.4% superannuation.

How to apply

For how to apply and to download a Position Description, visit: <http://aifs.gov.au/work-with-us>

Applications for this position close at 23:59 pm, Wednesday 13 September 2023

To be eligible for engagement, applicants must be Australian citizens unless special approval is given. For example, applicants with permanent resident status who have applied or intend to apply for Australian citizenship may be considered for engagement.

Conditions of engagement including probation, health and character clearances (including police records check, Working with Children Check and baseline security clearance) may apply to this position.

AIFS is committed to providing an inclusive and diverse workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, those from culturally and linguistically diverse backgrounds, people who identify as LGBTQI+, and people with parenting and/or caring responsibilities.

Notes

We provide a family-friendly and flexible workplace that supports the wellbeing and professional development of our diverse workforce. Benefits include workplace health and wellbeing activities, a healthy promotion allowance and Christmas closedown period with no deduction from leave credits. Our salaries and conditions of employment are set out in our Enterprise Agreement.

About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne's CBD. We produce research about 'what works for families' and make it accessible to decision makers, practitioners and the general public.

To Apply

Position Contact	jobs@aifs.gov.au, 03 9214 7888
Agency Recruitment Site	https://aifs.gov.au/main/work-with-us

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Social Services

Vacancy VN-0728949

Department of Social Services

Closing Date: Wednesday 13 September 2023

Community Grants Hub
Health Grants / State Network

Job Title	Contract Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$83,213 - \$88,865
Classification	APS Level 5
Position Number	EXT-2023-0809
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

Contract Managers are known in the Hub as Funding Arrangement Managers or FAMs. As a FAM, you will play a critical role to the Hub's success in ensuring that Government's funded programs are delivered effectively to support Australian people and communities.

Working in close connection to service providers and community, you will be the 'eyes and ears' of the department as you:

- engage regularly with funded organisations to ensure that programs are being delivered in a way that is consistent with the requirements of the grant agreement
- build networks and relationships with funded organisations, as well as other key stakeholders such as the not-for-profit community sector, Commonwealth, state and territory governments, local government, peak representative organisations, and research bodies
- gather local intelligence on how programs are being delivered on-the-ground to inform policy development and program re-design.

Training will be provided to assist new staff to perform their role.

Occasional travel may also be required.

Duties

- assess and monitor the performance of funded organisations against agreed objectives, targets and outcomes in the grant agreement
- address instances of poor performance or non-compliance with input from a supervisor to achieve the policy and program outcomes
- build strong relationships with organisations to assist them to deliver their services, and manage issues and risks, generally with higher risk organisations
- undertaking negotiations with internal and external stakeholders, demonstrating written and verbal communication skills
- proactively identify, document and escalate issues and risks that may impact the funded organisation's ability to achieve policy or program outcomes and adhere to standard processes to ensure quality in work and identify improvements
- use various IT systems to monitor and record performance and risk data
- identify local and environmental trends that impact the delivery of policies and programs and maintain knowledge of relevant program guidelines, legislation and policy frameworks.
- gather and analyse local intelligence to feed back to policy areas on the impact of policies and programs
- maintain knowledge of relevant program guidelines, legislation and policy frameworks.

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

This recruitment process is being used to fill current and future ongoing and non-ongoing vacancies. A merit pool of suitable applicants will be created which may be used to fill future vacancies should they become available over the next 18 months.

Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 18 months.

Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Asha Manocha, (02) 9942 5784
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Treasury

Vacancy VN-0729056

Australian Taxation Office

Closing Date: Wednesday 13 September 2023

Law Design and Practice
Various teams

Job Title	Assistant Commissioner Law Design and Practice
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Box Hill NSW, Canberra ACT, Dandenong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD
Salary	-
Classification	Senior Executive Service Band 1
Position Number	EXT_SES_1039_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=C292E8B1-A1AB-F4A7-0485-D1EEEFBFFF76>

The ATO is recruiting senior leaders with exceptional tax technical skill and experience, to join our Law Design and Practice Executive team. By joining the ATO you'll do work you can't do anywhere else and make a real difference to the lives of Australians by contributing to their economic and social wellbeing.

We are seeking to identify experienced leaders to fill roles across our Law Design and Practice Group. In these roles you'll empower others by sharing knowledge, experiences and feedback freely, as well as actively developing the technical and practice skills of other members of the business area and beyond. You will also contribute to the strategic direction and the leadership of the Law Design and Practice Group and the broader ATO.

We expect to fill leadership roles within the ATO's Office of the Chief Tax Counsel (OCTC) and Objections and Review business areas:

Tax Counsel Network – Office of the Chief Tax Counsel

As Assistant Commissioner in the Tax Counsel Network you'll lead the resolution and management of significant technical issues in taxation and superannuation law and provide expert, practical and contemporary tax advice and assurance for the ATO in respect of its highest risk technical issues.

Litigation and Legal Services – Office of the Chief Tax Counsel

As Assistant Commissioner Legal Services, you'll oversee and manage the ATO's Office of the Chief Tax Counsel (OCTC) legal services program of work efficiently, effectively and within budget. You'll be responsible for the OCTC's practice management and contract management functions and will provide pre-litigation legal services.

Objections and Review

As an Assistant Commissioner in Objections and Review, you will be responsible for a segment of our objections or independent review service.

For more information about the roles, contact Matthew Smee or visit <http://www.ato.gov.au/careers> for more information.

Duties

Our Ideal Candidate

All our senior leaders are expected to:

- develop a clear vision of the future that links with the big picture of the organisation
- be accountable and deliver outcomes that align with the long-term perspective
- find innovative and practical solutions, be open to ideas and engage with risk
- have an outward focus and work collaboratively across boundaries to influence better outcomes for the system and the community, and make progress on issues that cut across agencies, sectors and communities

- have the capacity to persuade others towards an outcome, winning and maintaining the confidence of government and key stakeholders
- be self-aware and courageous, creating an environment that empowers, mentors and coaches individuals and teams to deliver their best
- be passionate about building trust and confidence in the ATO and the tax and superannuation systems.

To be considered for specific opportunities you must also have strong people leadership skills and experience developing capability in a legal services environment as well as the following:

Tax Counsel Network

- significant tax professional experience with tertiary qualifications in taxation, law or related disciplines
- experience applying knowledge to resolve complex, important and/or contentious issues
- proven ability to get across a range of detail quickly to reach accurate and timely decisions in relation to technical legal work and operational requirements

Legal Services

- a Bachelor of Law degree or equivalent (with higher level qualifications or admission to practice highly desirable)
- knowledge of litigation practice, procedures and the rules of court
- proven ability to get across a range of detail quickly to reach accurate and timely decisions in relation to technical legal work, governance and operational requirements

Objections and Review

- proven ability resolving complex, important and/or contentious tax issues
- demonstrated contemporary thinking and understanding of current business practice and the ability to exercise sound judgement
- a tertiary qualification in law or tax is desirable but not essential.

The total remuneration package will be in the range of \$241,185 to \$279,028 per annum, depending on experience. **Eligibility**

Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to

reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Matthew Smea, 0439 074 251
Agency Recruitment Site	https://ato.nga.net.au/?jati=C292E8B1-A1AB-F4A7-0485-D1EEEFBFFF76

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Treasury

Vacancy VN-0729073

Australian Taxation Office

Closing Date: Wednesday 13 September 2023

Law Design and Practice
Various teams

Job Title	Assistant Commissioner, Law Design and Practice - (Indigenous affirmative measure)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Box Hill NSW, Canberra ACT, Dandenong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD
Salary	-
Classification	Senior Executive Service Band 1
Position Number	EXT_SES_1085_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=844da2bf-1975-4721-84db-9bc90126d019&Cur/>

The ATO is recruiting senior leaders with exceptional tax technical skill and experience, to join our Law Design and Practice Executive team. By joining the ATO you'll do work you can't do anywhere else and make a real difference to the lives of Australians by contributing to their economic and social wellbeing.

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community. To be eligible for this role candidates must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

We are seeking to identify experienced leaders to fill roles across our Law Design and Practice Group. In these roles you'll empower others by sharing knowledge, experiences and feedback freely, as well as actively developing the technical and practice skills of other members of the business area and beyond. You will also contribute to the strategic direction and the leadership of the Law Design and Practice Group and the broader ATO.

We expect to fill leadership roles within the ATO's Office of the Chief Tax Counsel (OCTC) and Objections and Review business areas:

Tax Counsel Network - Office of the Chief Tax Counsel

As Assistant Commissioner in the Tax Counsel Network, you'll lead the resolution and management of significant technical issues in taxation and superannuation law and provide expert, practical and contemporary tax advice and assurance for the ATO in respect of its highest risk technical issues.

Litigation and Legal Services - Office of the Chief Tax Counsel

As Assistant Commissioner Legal Services, you'll oversee and manage the ATO's Office of the Chief Tax Counsel (OCTC) legal services program of work efficiently, effectively and within budget. You'll be responsible for the OCTC's practice management and contract management functions and will provide pre-litigation legal services.

Objections and Review

As an Assistant Commissioner in Objections and Review, you'll be responsible for a segment of our objections or independent review service.

For more information about the roles, contact Tricia Searson or Karina Duffey or visit <http://www.ato.gov.au/careers> for more information.

Duties

Our ideal candidate

All our senior leaders are expected to:

- develop a clear vision of the future that links with the big picture of the organisation
- be accountable and deliver outcomes that align with the long-term perspective
- find innovative and practical solutions, be open to ideas and engage with risk
- have an outward focus and work collaboratively across boundaries to influence better outcomes for the system and the community, and make progress on issues that cut across agencies, sectors and communities
- have the capacity to persuade others towards an outcome, winning and maintaining the confidence of government and key stakeholders
- be self-aware and courageous, creating an environment that empowers, mentors and coaches individuals and teams to deliver their best
- be passionate about building trust and confidence in the ATO and the tax and superannuation systems.

To be considered for specific opportunities you must also have strong people leadership skills and experience developing capability in a legal services environment as well as the following:

Tax Counsel Network

- significant tax professional experience with tertiary qualifications in taxation, law or related disciplines
- experience applying knowledge to resolve complex, important and/or contentious issues
- proven ability to get across a range of detail quickly to reach accurate and timely decisions in relation to technical legal work and operational requirements

Legal Services

- a Bachelor of Law degree or equivalent (with higher level qualifications or admission to practice highly desirable)

- knowledge of litigation practice, procedures and the rules of court
- proven ability to get across a range of detail quickly to reach accurate and timely decisions in relation to technical legal work, governance and operational requirements

Objections and Review

- proven ability resolving complex, important and/or contentious tax issues
- demonstrated contemporary thinking and understanding of current business practice and the ability to exercise sound judgement
- a tertiary qualification in law or tax is desirable but not essential.

The total remuneration package will be in the range of \$241,185 to \$279,028 per annum, depending on experience. **Eligibility**

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Security checks: You must agree to pre-engagement integrity checks (PEIC) to work for the ATO. To help us undertake the PEIC check you must have lived in Australia consecutively for at least the last three years.

Clearance: SES positions in the ATO are security assessed. A security clearance up to Negative Vetting 1 may be required. If you are offered a role and you do not have a current security clearance, we will work with you to arrange for this to be undertaken.

Confirmation of Heritage: a confirmation of Aboriginal and/or Torres Strait Islander heritage executed by an Aboriginal or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal and/or Torres Strait Islander person.

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Tricia Searson or Karina Duffey, (02) 6232 2200
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=844da2bf-1975-4721-84db-9bc9012

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Employment and Workplace Relations

Vacancy VN-0728783

Department of Employment and Workplace Relations (DEWR)

Closing Date: Wednesday 13 September 2023

Pacific Labour Operations Division
PALM Performance Assurance and Monitoring

Job Title	PALM Assurance Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Newcastle NSW, Alice Springs NT, Bendigo VIC, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Mackay QLD, Melbourne VIC, Orange NSW, Perth WA, Sydney NSW, Townsville QLD
Salary	\$83,908 - \$89,706
Classification	APS Level 5
Position Number	23/2405
Agency Website	https://www.dewr.gov.au/

Job Description

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

The Pacific Labour Operations Division is responsible for managing and implementing the PALM scheme which has two key objectives:

- to contribute to the economic development of nine Pacific Island countries (Fiji, Kiribati, Nauru, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu) and Timor-Leste; and
- to assist Australian employers to meet labour needs in rural and regional Australia, subject to local labour market testing to enable Australian job seekers first opportunity for the job.

The department manages the PALM scheme domestic operations, in collaboration with the Department of Foreign Affairs and Trade (DFAT); Department of Home Affairs; and the Fair Work Ombudsman.

Information about the PALM scheme is available at: <https://www.palmscheme.gov.au/>.

The Division operates in a fast paced, dynamic environment with a requirement for ongoing stakeholder engagement.

Reporting to Assurance Program Managers, Assurance Officers are responsible for undertaking program assurance activities, investigations, sampling, and assurance visits to ensure compliance with obligations under the Deed and Guidelines in relation to the assurance of the Pacific Australia Labour Mobility (PALM) scheme. **Duties**

Responsibilities of the APS 5 may include:

- Under direction and in accordance with the PALM Assurance approach and any other relevant materials, assist with and/or undertake:
 - o investigations into serious non-compliance (and potential non-compliance) matters,
 - o triage management for new non-compliance matter referrals,
 - o tip-off management,
 - o pay data assessments and input to cap reviews,
 - o targeted compliance reviews and assessments,
 - o assurance visits to Approved Employers,
 - o preparation of compliance related input for assessment of cap reviews and other relevant matters.

- Provide governance support for the assurance program, including:
 - o leading functions that provide administrative support for and coordination of travel arrangements for assurance visits and prepare assurance visit reporting and related correspondence,
 - o provide coordination and assistance in team administrative activities and management of schedules, mailboxes,
 - o Provide secretariat support for internal and external meetings.

- Contribute to standard operational procedures, templates and internal policies to support the effective and consistent management of team functions,
- Contribute to the delivery of a role specific training program for the Assurance Monitoring Team and/or Compliance Management Team,
- Assist to develop and maintain internal and external stakeholder relationships,
- Draft input for ministerial briefings and executive and governance reports, for review by Executive level employees.

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	Emily Minnucci, 03 6222 9828
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0728974

Department of Employment and Workplace Relations (DEWR)

Closing Date: Wednesday 13 September 2023

Digital Services Division
Data Platforms and Education Systems Various

Job Title	Data Engineer/Azure Developer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,908 - \$89,706
Classification	APS Level 5
Position Number	23/2483
Agency Website	https://www.dewr.gov.au/

Job Description

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

The Data Analytics Platforms and Warehousing (DAPW) section delivers and maintains data analytics platforms and warehousing for the Department of Employment and Workplace Relations and the Department of Education. These range from Microsoft Azure cloud-based platforms to on-prem systems, and the analytics provided allows business areas to achieve program outcomes. Reporting to the EL1 Assistant Director/Team Leader, the APS 5 Data Engineer/Azure Developer will be working closely with a delivery team to provide key deliverables and technical outputs for data analytics platform projects.

This includes:

- Working in an Agile multidisciplinary team, providing technical skills and expertise to delivery project outcomes,
- Supporting and building section culture and capability, by providing the section and its business stakeholders technical advice and assistance to achieve organisational outcomes.
- Preparing data for analytical or operational use, to make data accessible so that it can be used for optimisation, delivery of services and enhanced analytics solutions.
- Undertaking analysis to solve complex data engineering challenges, develop and test data engineering solutions.

Duties

Responsibilities of the APS5 position may include:

- Conduct data profiling and data modelling on existing and emerging data assets.
- Build and deploy data pipelines to transport data and metadata from a variety of sources and enable others to use and analyse data.
- Ensure data integrity, security, and compliance with relevant data governance policies and regulations.
- Maintain Azure cloud infrastructure for applications and services.
- Troubleshoot and resolve issues related to Azure cloud infrastructure and applications.
- Actively participating in agile team ceremonies in a collaborative team environment based on supportiveness, development, knowledge sharing, effective communication, innovation, and continuous improvement.
- Engaging with business analysts, other data professionals and stakeholders to understand business requirements, identifying process improvements and apply data quality frameworks.
- Coach and train less experienced engineers and analysts.

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	Svetlana Angelkoska, 02 6121 5399
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0728975

Department of Employment and Workplace Relations (DEWR)

Closing Date: Wednesday 13 September 2023

People and Communication
People Branch and Organisation Design Branch

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$75,996 - \$81,274
Classification	APS Level 4
Position Number	23/2506
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?jati=53B58B93-2A7C-D1DB-6DB2-D1EEEEF06DB6E>

The People Branch and Organisation Design Branch are looking for an enthusiastic and organised individual to work as their Executive Assistant. The two branches work in close collaboration to deliver human resources functions for the department, developing and implementing actions that make DEWR the 'department of great jobs' – where the way we work together is just as important as what we achieve.

As the Executive Assistant, you will be responsible for providing administrative support and office management, such as diary management, travel arrangements, note-taking, general correspondence, meeting coordination, document preparation and records management. As the primary point of contact for the office, you must demonstrate and uphold the Australian Public Service (APS) Values at all times.

Duties

The duties of an APS 4 Executive Assistant may include:

- Diary and inbox management, including fielding telephone calls and emails, coordination of meetings and events, and drafting and tracking correspondence.
- Preparation for meetings, including preparing and following up agenda items, action items, talking points and secretariat administration.
- Managing branch coordination activities and assisting with workflow management, ensuring tasks are completed, deadlines are met, with the right level of priority placed on them.
- Providing assistance to the branch with accommodation/property needs, committees, branch meetings or events.
- Anticipating requirements for meetings, ensuring briefing materials are prepared prior to meetings.
- Administering procurement activities and payment of invoices as directed.
- Preparing minor correspondence, minutes and other written material as directed.
- Answering telephones and taking messages or actioning requests as appropriate.
- Maintaining up to date contact lists or organisation charts.
- Coordinating and managing travel and conducting monthly credit card acquittals.
- Resolving problems and taking initiative to identify alternative courses of action.
- Liaising with a variety of internal and external stakeholders.
- Other duties may include managing record keeping in accordance with departmental processes or corporate resources such as managing leave calendars, organisation charts, phone lists, etc.

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	Jessie Batterham, (02) 6240 8119
Agency Recruitment Site	https://dese.nga.net.au/?jati=53B58B93-2A7C-D1DB-6DB2-D1EEEF06DB6E

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Employment and Workplace Relations

Vacancy VN-0729098

Department of Employment and Workplace Relations (DEWR)

Closing Date: Wednesday 13 September 2023

Digital Services Division
Data Platforms and Education Systems Various

Job Title	Project Coordinator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$75,996 - \$81,274
Classification	APS Level 4
Position Number	23/2435
Agency Website	https://www.dewr.gov.au/

Job Description

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

The Data Analytics Platforms and Warehousing (DAPW) section delivers and maintains data analytics platforms and warehousing for the Department of Employment and Workplace Relations and the Department of Education.

Reporting to the EL1 Assistant Director/Team Lead, the APS4 Project Coordinator is responsible for coordinating a range of projects and administrative processes to support the delivery of projects within the department in accordance with relevant policies, standards, and guidelines.

The role will have responsibility for the preparation and collation of data including some initial analysis and has some responsibility for the preparation and drafting of written reports, formal letters and briefings as required.

Duties

Responsibilities of the APS4 position may include:

- Assist in the planning, administration, coordination, execution, and monitoring of IT projects according to DEWR's SAFe Agile framework.
- Support the team in the preparation and maintenance of high-quality project documentation including status reports, project plans, briefing papers, and executive correspondence for presentation to senior staff.
- Assist the team to conduct research and analysis to support project initiatives.
- Work with functional teams to prepare for various projects and promote cross function collaboration and operational planning.
- Apply knowledge and experience of legislation, policies, strategies, and team plans to project support work.
- Other duties as required.

Eligibility

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

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

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

- It is desirable, but not essential, that the candidate has qualifications or certifications relevant to the role and/or knowledge of project management methodologies, business analysis techniques, and software development lifecycles.
- Knowledge of best practice in corporate governance relating to program and project management, including performance reporting.
- Experience in using Microsoft office suite applications.
- Must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain an AGSVA clearance (Baseline clearance as a minimum).

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To Apply

Position Contact	Svetlana Angelkoska, 02 6121 5399
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0729179

Department of Employment and Workplace Relations (DEWR)

Closing Date: Wednesday 13 September 2023

Digital Services Division
Data Platforms and Education Systems

Job Title	Data Engineer/Azure Developer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$75,996 - \$81,274
Classification	APS Level 4
Position Number	23/2482
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?jati=87A12DDB-39E5-7536-9C7D-D1F0190116F9>

The Data Analytics Platforms and Warehousing (DAPW) section delivers and maintains data analytics platforms and warehousing for the Department of Employment and Workplace Relations and the Department of Education. These range from Microsoft Azure cloud-based platforms to on-prem systems, and the analytics provided allows business areas to achieve program outcomes.

Reporting to the EL1 Assistant Director/Team lead, the APS4 Data Engineer/Azure Developer will be working closely with a delivery team to provide key deliverables and technical outputs for data analytics platform projects.

This includes:

- Working in an Agile multidisciplinary team, providing technical skills and expertise to delivery project outcomes,
- Providing assistance to the team in undertaking analysis of large and complex data sets.

Duties

Responsibilities of the APS4 position may include:

- Conduct data profiling and data modelling on existing and emerging data assets.
- Support the Senior Data Engineer in building and deploying data pipelines to transport data and metadata from a variety of sources and enable others to use and analyse data.
- Ensure data integrity, security, and compliance with relevant data governance policies and regulations.
- Maintain Azure cloud infrastructure for applications and services.
- Troubleshoot and resolve issues related to Azure cloud infrastructure and applications.
- Actively participating in agile team ceremonies in a collaborative team environment based on supportiveness, development, knowledge sharing, effective communication, innovation, and continuous improvement.
- Work closely with Senior Data engineers, business analysts, and other stakeholders to understand business requirements, identifying possible solutions and assisting with data-related technical issues.

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

Applicants must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain an AGSVA clearance (Baseline clearance as a minimum).

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To Apply

Position Contact	Svetlana Angelkoska, 02 6121 5399
Agency Recruitment Site	https://dese.nga.net.au/?jati=87A12DDB-39E5-7536-9C7D-D1F0190116F9

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Communications and the Arts

Vacancy VN-0728912

Australian Communications and Media Authority

Closing Date: Wednesday 13 September 2023

Corporate and Research
Digital and Technology Services Corporate and Research

Job Title	Enquiries Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Pyrmont NSW, Melbourne VIC
Salary	\$71,401 - \$77,612
Classification	APS Level 4
Position Number	158-2023-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Enquiries Officer will provide a high level of customer service by assessing customer needs and determine whether the subject matter of an enquiry is within the ACMA's jurisdiction, is simple or complex (complex enquiries are escalated to the relevant line area) and provide an appropriate response to the customer via the relevant communication channel. The Enquiries Officer undertakes this function for more than thirty ACMA topics.

Duties

Our ideal candidate will have experience in a phone contact environment and have highly developed computer literacy and keyboard skills with a minimum typing speed of 45 words per minute, using databases and other computer programs. They will have an ability to learn and recall a high volume of information and use guidelines to analyse what is important and how it should be used.

Eligibility

To be eligible for employment with the ACMA, applicants must be an Australian citizen.

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, the internet, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Ashley Bruton, 02 6219 5200
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0729153

Australian Communications and Media Authority

Closing Date: Wednesday 13 September 2023

Consumer
Unsolicited Communications and Scams Policy and Projects

Job Title	Manager, Policy and Projects (Unsolicited Communications and Scams)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Pymont NSW, Melbourne VIC, Belconnen ACT
Salary	\$128,896 - \$152,477
Classification	Executive Level 2
Position Number	2454-2023-1
Agency Website	http://www.acma.gov.au

Job Description

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

The ACMA is seeking an experienced regulatory professional to lead a team to deliver consumer outcomes to protect Australians from scams, spam and unwanted telemarketing.

You will be working in a collaborative, questioning and outcomes-focused workplace, and leading a multi-disciplinary team with a focus on:

- unsolicited communications policy and futures, including regulatory reform
- unsolicited communications projects, such as anti-scam initiatives, investigative capability and consumer guidance
- contract management and cost recovery relating to the Do Not Call Register
- developing an enhanced ICT investigative capacity relating to scams, IP tracing, AI/data analytics and the secure transmission of intelligence

- supporting our compliance, enforcement and scam reduction teams on specific projects and tasks.

Duties

As the Manager of the Policy and Projects team, you will report directly to the Executive Manager of the Unsolicited Communications and Scams Branch.

You will also be part of the ACMA's broader EL2 cohort leadership team, working collaboratively with others to deliver on our collective goals, shape the agency culture and contributing to make sure the ACMA remains a great place to work.

Eligibility

To be eligible for employment with ACMA, applicants must be an Australian citizen.

The successful applicant must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered up to 12 months with the possibility of an extension up to a further 12 months. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, the internet, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Tanya Farrell, (02) 6219 5194
Agency Recruitment Site	https://www.acma.gov.au/careers

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National Museum of Australia

Closing Date: Monday 18 September 2023

First Nations Outreach
Directorate

Job Title	First Nations Outreach Programs - Various Roles - (Affirmative Measures)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Acton ACT
Salary	\$76,250 - \$117,577
Classification	APS Level 5; APS Level 6; Executive Level 1
Position Number	Various, TBC
Agency Website	https://www.nma.gov.au/about/employment

Job Description

www.nma.gov.au/about/employment

First Nations Outreach Programs Various Roles (Affirmative Measures)

The National Museum of Australia has three exciting opportunities for project and/or program professionals to join us in the newly created First Nations Outreach Programs unit. The roles include:

- Executive Level 1 – Manager, First Nations Outreach Programs
- APS 6 – Project Manager, First Nations Outreach Programs
- APS 5 – First Nations Outreach Programs Officer

For more information for each role please see the position description at <https://www.nma.gov.au/about/employment>.

Duties

Successful candidates will have a passion and energy to enact change and be excellent communicators and collaborators. You will be agile and adaptive in the way you work, open to change and willing to explore innovative ways of working.

As Museum employees, you will understand that leadership exists at all levels, and will always display this. Successful candidates for these roles will:

- understand Aboriginal and Torres Strait Islander people's spiritual connection to Country and can clearly articulate and apply principles of cultural authority, traditional lore, and customs for managing Country.
- be experienced in building and maintaining high level relationships that achieve enduring partnerships, particularly with First Nations people.
- have resilience, an eye for detail and don't get flustered when faced with competing priorities or difficult challenges.
- represent the Museum at internal and external forums and negotiate sensitively on a range of complex matters.
- be natural problem solvers, with strong people, project and/or program skills and are known for working collaboratively and seeing things through.

You will be able to work within the framework of the Museum's First Nations Cultural Rights and Engagement policy as well as appropriate community engagement and cultural protocols.

Eligibility

The filling of this vacancy is intended to constitute an affirmative measure. The Affirmative Measure – Aboriginal and Torres Strait Islander Employment Provision, legislated under Section 31, allows agencies to identify a role as open only to Aboriginal and/or Torres Strait Islander people and is within the meaning of special measures under subsection 8(1) of the Racial Discrimination Act 1975.

Therefore, to be eligible to apply for this vacancy, applicants must:

- be of Aboriginal and/or Torres Strait Islander descent;
- identify as Aboriginal and/or Torres Strait Islander;
- are accepted by their community as being Aboriginal and/or Torres Strait Islander;
- be an Australian citizen;
- undergo pre-employment checks, which includes a police records check.

Ready to apply?

To apply for the position please visit <https://www.nma.gov.au/about/employment> and apply online. You will need to provide a 'pitch', which does not exceed two pages, in relation to the advertised role, outlining:

1. which level you are applying for (APS5, APS6 and/or EL1 – you may apply for one or all positions)
2. how your experience, abilities, knowledge and personal qualities would enable you to perform the duties and meet the technical and behavioural capabilities of the role against the selection criteria within the position description.
3. any specific examples or achievements that demonstrate your ability to perform the role.
4. how you meet the eligibility requirements and qualifications for the position.

Notes

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

About the 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	recruitment@nma.gov.au, 62085094
Agency Recruitment Site	www.nma.gov.au/about/employment

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