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APSJobs - Weekly Vacancy Notices

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The date of publication of this Gazette is PS36 Weekly Gazette Thursday (Vacancy Notices) - 10 September 2026.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

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

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Public Service Gazette - Vacancy Notices

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[Job No] ISSN 1835-2480

2025/2026 Christmas / New Year arrangements (Gazette)

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

The new dates are:

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

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

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

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

Vacancies

Vacancy VN-0772375

Australian Competition and Consumer Commission

Closing Date:Sunday 13 September 2026

Data, Digital and Technology Division
Information Management and Technology Services Branch

Job Title	Senior User Experience Designer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	$102,947 - $115,384
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Employees are expected to work a minimum of 2 days a week in office
Classification	APS Level 6
Position Number	EA2026/186
Agency Website	https://www.accc.gov.au/

Job Description

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

The Information Management and Technology Services (IMTS) Branch plays a pivotal role in contributing to ACCC outcomes.

The IMTS branch expertly delivers easy to use and reliable technology solutions that help ACCC and business teams in meeting their objectives. The key priorities for the branch are to:

- Utilise technology so our agency can protect consumers and promote competition across Australia’s economy.
- Launch technologies that solve critical business issues and create new regulatory capabilities.

- Use and manage agency data assets that drive responsive and effective regulatory outcomes.
- Provide consistent, reliable, and secure ongoing IT services to the whole agency, including support of hybrid and flexible work.
- Foster a diverse and high-performing workforce underpinned by collaborative and flexible ways of working.

IMTS is responsible for some of the agency's most critical ICT programs, including developing the technology behind Australia's first National Anti-Scam Centre and the Australian Government's new merger regime, the largest change to Australia's mergers regime since the establishment of the Trade Practices Act 50 years ago.

Duties

The ACCC is looking for flexible individuals capable of working as part of a specialist ICT delivery team to lead and shape the user experience of high-impact digital projects that deliver meaningful outcomes for users. This role is responsible for driving end-to-end design, from discovery and research through to delivery and continuous improvement, working alongside project managers, developers, product owners, business analysts and subject matter experts to ensure that agency initiatives are met with thoughtful design and a commitment to delivery.

We are looking for a designer who combines deep UX expertise with curiosity, initiative and the ability to identify and craft opportunities across all parts of the project lifecycle. The role requires strong user advocacy, excellent communication skills, empathy, strategic thinking, and a commitment to agile and human-centred design principles and practices.

As a Senior User Experience (UX) Designer, you will:

- Lead end-to-end human-centred design activities, including user research, discovery, journey mapping, wireframing, prototyping, usability testing and final design delivery.
- Champion user needs and influence product direction by identifying opportunities, uncovering insights and translating complex problems into simple, intuitive experiences.
- Collaborate with cross-functional teams and stakeholders to design customer-focused digital solutions that balance user, business and technical needs.
- Drive product design through discovery, iterative delivery and continuous improvement using Human-Centred Design (HCD) principles and evidence-based decision making.
- Develop accessible, sustainable and technically feasible solutions aligned with ACCC design systems, brand standards and WCAG accessibility requirements.
- Provide expert advice and thought leadership on user experience, accessibility, usability, service design and emerging design practices.
- Manage multiple priorities in a fast-paced environment while building trusted stakeholder relationships and delivering high-quality outcomes

Eligibility

All candidates are expected to meet the APS Integrated Leadership Profile (ILS) for the classification advertised. Follow the link for more information on the ILS. This role in particular requires:

- Human-Centred Design (HCD) & UX Expertise: Demonstrated experience leading user research, discovery, journey mapping, wireframing, prototyping, usability testing and the delivery of user-centred digital products.
- Strategic Thinking & Initiative: Ability to identify opportunities, challenge assumptions, navigate ambiguity and independently drive meaningful improvements that create measurable impact.
- Stakeholder Engagement & Collaboration: Proven ability to build strong relationships, influence decision-making and work effectively with users, product owners, developers and senior stakeholders.
- Accessibility & Design Standards: Experience applying WCAG accessibility standards, usability best practices and design systems to create inclusive, compliant and high-quality user experiences.
- Project & Workload Management: Ability to manage competing priorities, shifting requirements and multiple workstreams while maintaining quality and delivery outcomes.
- The preferred applicant will be required to obtain and maintain a security clearance at the Baseline level. For information about the security clearance process, please refer to the AGSVA website.

The following job specific criteria are also highly desirable:

- Experience with design tools such as Figma and developing design systems.

Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Stacey Sterland, (07) 3811 9271
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0772395

Australian Competition and Consumer Commission

Closing Date:Sunday 20 September 2026

Corporate
Strategic Communications

Job Title	Content Designer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Perth WA, Melbourne VIC, Sydney NSW, Townsville QLD
Salary	$93,004 - $98,617
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Employees are required to work a minimum of 2 days in office
Classification	APS Level 5
Position Number	EA2026/188
Agency Website	https://www.accc.gov.au/

Job Description

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

The Strategic Communications Branch plays a pivotal role in contributing to ACCC outcomes.

We help the ACCC tell its stories. We raise awareness of competition and anti-competitive behaviour and provide information to help Australian consumers and business understand their rights and responsibilities under Australian Consumer Law.

We help the agency achieve its strategic objectives with clear and effective communication in the media and through channels. We work collaboratively with internal business partners on strategic, integrated communications, bringing together our many skillsets and disciplines to design and deliver effective communication solutions.

The Web Team in the Strategic Communications Branch is responsible for website content and governance. We have expertise in content design, website standards, and managing platforms, which includes ACCC websites (ACCC, ACCC Product Safety, Scamwatch) and a newsletter, consultation and website governance platform.

We advocate for users and work to provide them with a positive experience. We design, edit and publish website content making sure it meets style, accessibility, and readability standards and is focused on meeting user needs. We're informed by evidence and employ best practice when providing expert guidance and making decisions on content and communication.

The Strategic Communications Branch also has a media team, a campaign, design and social media team, corporate communications, events, and strategic design team. We are creative, collegiate and committed to delivering meaningful outcomes for the agency and the Australian public.

Duties

We are seeking a Content Designer to support content design, publishing tasks and projects across ACCC websites and newsletters. The role requires strong attention to detail and experience applying plain language, WCAG accessibility standards and website publishing practices to turn complex information into clear, user-focused content.

You will work closely with Senior Content Designers (APS6), the Content Design Manager (EL1) and agency stakeholders to deliver content that meets user needs. You will need to communicate effectively, adapt to changing deadlines and priorities, and perform your duties in line with the APS Values, APS Code of Conduct and the ACCC's mission and goals.

As the Content Designer, you will:

- edit, proof and write content for website and digital platforms
- design and publish content that meets style, accessibility and readability standards, and content design patterns
- support the management of a busy inbox and action assigned tasks and requests from line areas
- review, draft and publish content to the ACCC websites and newsletters
- support senior team members, engage with and influence stakeholders, so that content is accurate and relevant, while being easy to understand
- follow established processes and systems, and contribute to an effective and collaborative team
- review website feedback and other evidence to suggest content changes or improvements
- contribute to thought leadership in the team and improvements, including the use of AI
- other duties as required to assist in the effective functioning of the Strategic Communications Branch.

Eligibility

All candidates are expected to meet the APS Integrated Leadership Profile (ILS) for the classification advertised. Follow the link for more information on the ILS.

This role in particular requires certain skills and experience.

· Sound writing, editing and proofreading skills.

· Experience and high-level skills in website and digital publishing, using a complex content management system.

· Strong attention to detail and ability to consistently follow content design principles and style guides.

· Solid understanding of WCAG accessibility and readability standards including plain language.

· Ability to suggest and implement user focused solutions for website and digital content.

· Excellent interpersonal skills to effectively collaborate with team members and stakeholders.

· Ability to troubleshoot and edit in HTML, or the ability to learn the skill.

· Productively and effectively working under pressure, organising and prioritising a demanding workload with competing deadlines.

Certain job specific criteria are also highly desirable.

· A tertiary qualification in communications, professional editing or similar discipline.

· Knowledge in Drupal CMS and newsletter platforms.

· Experience dealing with and responding to a high-volume request-based inbox.

Notes

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

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To Apply

Position Contact	Nerissa Murphy, 03 9658 6426
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0772404

Australian Competition and Consumer Commission

Closing Date:Sunday 13 September 2026

Data, Digital and Technology
Information Management and Technology Services

Job Title	Senior Business Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	$102,947 - $115,384
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	APS Level 6
Position Number	EA2026/182
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to use your business analysis expertise to shape technology solutions, guide project delivery and support business teams to transition to new ways of working?**

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

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

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

Duties

- Manage and foster relationships with internal and external stakeholders to understand the business domain, elicit requirements, challenge assumptions, and secure alignment.
- Analyse the problem domain, its processes, systems and data, to build domain expertise and guide solution design, discover new solution opportunities, identify business impacts, and mitigate project risks and issues.
- Capture knowledge, requirements/features, and designs in documents, presentations, and backlog items to direct project deliverables, communicate ideas and concepts, and inform team decision-making.
- Collaborate with product owners and project management to build and refine product backlogs to ensure the most appropriate prioritisation and delivery scheduling aligned to business value.
- Engage in all Scrum events, assisting with sprint planning, backlog refinement and ordering, requirements comprehension, and delivery improvements.

Eligibility

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

- Proven ability to engage with business stakeholders to understand their needs and express these as requirements and user stories.
- Experience conducting research and in-depth analysis of existing business processes, data and products.

- Ability to collaborate with subject matter experts, end users, product owners, architects, developers, data modellers and testers to design and deliver solutions.
- Highly developed organisational skills, with a proven ability to prioritise competing demands, collaborate effectively with stakeholders, establish clear expectations, and take ownership of outcomes, demonstrating initiative and the capacity to work independently to deliver the agency's program of work and meet deadlines.
- The preferred applicant will be required to obtain and maintain a security clearance at the Baseline level. For information about the security clearance process, please refer to the AGSVA website.

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

Notes

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

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To Apply

Position Contact	Stacey Sterland, stacey.sterland@accc.gov.au
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0772452

Australian Competition and Consumer Commission

Closing Date:Sunday 20 September 2026

Corporate
People Branch People Connect

Job Title	People Connect Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA, Darwin NT, Townsville QLD
Salary	$83,385 - $90,535
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite.
Classification	APS Level 4
Position Number	EA2026/189
Agency Website	https://www.accc.gov.au/

Job Description

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

Are you ready to turn your HR experience into meaningful work that supports people across the ACCC while growing your HR career?

Help make HR support clear, responsive and people-focused.

As an APS4 People Connect Officer, you will play a key role in delivering a high-quality, fast-paced HR service by turning enquiries into practical advice and effective outcomes. You will provide HR and recruitment support, assist with recruitment and onboarding, resolve system issues across ServiceNow, Big Red Sky and Aurion, and contribute to improving the processes and knowledge resources that support our people.

Your contribution will extend beyond day-to-day service delivery. By providing accurate, timely and consistent support, you will enable ACCC employees and leaders to focus on protecting consumers, promoting competition and supporting a fair, productive economy. You will join a collaborative, high-performing team that values initiative, continuous improvement and fresh thinking, with opportunities to strengthen the employee experience and the ACCC's capability to deliver for all Australians.

Duties

- Provide accurate, timely and practical tier 1 HR advice across recruitment, learning and development, employment matters, reporting and work health and safety.
- Support end-to-end recruitment and onboarding, including assisting selection panels, drafting job advertisements and offers, and processing employees in HR systems.
- Troubleshoot and administer HR processes across ServiceNow, Big Red Sky and Aurion, identifying risks and escalating complex issues where appropriate.
- Improve HR services by maintaining procedures and knowledge resources, building strong stakeholder relationships and contributing to projects and process improvements.

Eligibility

You will be asked to answer three behavioural questions (refer to the Candidate Kit) and submit your resume (2 pages maximum).

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

Notes

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

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To Apply

Position Contact	Charleigh Smith, charleigh.smith@accc.gov.au
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0772405

Australian Electoral Commission

Closing Date:Sunday 20 September 2026

Operations Group
State Operations SA

Job Title	Service Support Officers, SA State Operations
Job Type	Part-Time, Non-Ongoing
Location	Adelaide SA
Salary	$62,775 - $69,210
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 2
Position Number	2026-150 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The AEC’s South Australia State Office is located in metropolitan Adelaide and is responsible for delivering electoral services, including electoral roll management, voter participation initiatives and preparation activities for federal electoral events across South Australia. The team consists of a State Manager, Director of Operations and a workforce that scales up significantly during federal elections.

When a federal election is announced, staffing levels increase rapidly to support the delivery of a major national event. This work involves coordinating large-scale and high-priority activities in a fast-paced environment with heightened public, media and stakeholder interest, strict timeframes and multiple interconnected operational priorities.

Duties

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

The South Australia State Office is seeking multiple Service Support Officers to help maintain the integrity of the Australian electoral roll and support the delivery of electoral services. In this role, you will assist with supervision of APS 1 employees, provide customer-focused public services when required, and work closely with Project Officers and Service Officers, reporting to an APS 6 Team Leader.

The Service Support Officer role is part-time; however, full-time work may be required during peak workload periods.

This is an agile role that undertakes basic to moderately complex work under general direction. The role contributes to enrolment administration and supports a range of projects throughout the electoral cycle, responding to changing operational priorities as required.

During federal election events, workforce responsibilities increase significantly. Service Support Officers assist with the supervision of the Temporary Election Workforce (TEW), support the implementation of operational delivery plans and contribute to the effective operation of their nominated Outposted Centre (OPC) under the direction of a Divisional Returning Officer (DRO).

To excel you’ll have:

We are seeking motivated and capable professionals who can demonstrate the skills, knowledge and experience required to perform successfully in this role, including:

- Demonstrated resilience, adaptability and initiative when working in changing operational environments, including the ability to remain positive and respond effectively to evolving priorities.
- Ability to communicate clearly, collaborate effectively and build productive working relationships with team members and stakeholders.
- Demonstrated commitment to working collaboratively as part of a team, contributing to shared goals and supporting positive workplace outcomes.
- The ability to act with integrity, take responsibility for your work and make appropriate decisions within established procedures and guidelines.
- Demonstrated ability to take responsibility for the accurate completion of work, manage competing tasks and seek guidance when required.
- Experience in identifying potential issues that may affect the delivery of work, escalating concerns appropriately and contributing ideas to improve processes and outcomes.
- Ability to work independently when required, including managing priorities and maintaining productivity while working remotely from direct supervision.

Eligibility

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

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Cheyanne Sutton, CoreWorkforce@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0772443

Australian Electoral Commission

Closing Date:Sunday 20 September 2026

Service Delivery Group
Roll Management and Industrial Events Branch Roll Operations and Silent Cell

Job Title	Project Officer, Roll Operations and Silent Cell
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$88,834 - $96,848
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 5
Position Number	2026-152 10369
Agency Website	https://www.aec.gov.au/

Job Description

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

The Roll Operations and Silent Cell section is responsible for managing the operations of the Australian Electoral Roll through the development, implementation and evaluation of enrolment policies and procedures, as well as the centralised processing of silent elector enrolments.

The team oversees day-to-day enrolment matters, including maintaining procedural guidance and reference materials, and supporting capability development across state and divisional offices. The section delivers key electoral projects, including close of rolls activities for federal, state and local government elections, and the redistribution of electoral boundaries across all levels of government. The team works closely with internal and external stakeholders to deliver outcomes that support the integrity, effectiveness and continuous improvement of Australia's electoral system.

Duties

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

As a Project Officer, you will play a key role in delivering high-quality outcomes by supporting the management of the electoral roll and contributing to the development, implementation and evaluation of enrolment procedures.

Working as part of a collaborative and high-performing team, you will contribute to the enrolment program through the delivery of key projects, business improvement activities, provision of support to staff who process enrolment and improvement of enrolment doctrine. You will build strong relationships across the organisation and with key stakeholders.

This role provides the opportunity to apply your skills and experience in a dynamic environment where your work will contribute to nationally significant outcomes. You will be supported by experienced colleagues and have access to professional development opportunities that will help you grow your career within the APS.

To excel you'll have:

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

- Demonstrated experience in developing, implementing and reviewing procedures that support legislative or policy requirements.
- Proven capacity to manage competing priorities, meet deadlines and deliver quality outcomes in a fast-paced environment.
- Demonstrated ability to produce accurate work, applying strong attention to detail and quality assurance practices.
- Experience in planning and prioritising work to achieve results within agreed timeframes.
- Proven ability to communicate effectively across a geographically dispersed network, while anticipating stakeholder needs and expectations.
- Demonstrated analytical skills and the ability to identify opportunities for continuous improvement, contribute to innovation and support the implementation of change.
- Proven capacity to maintain professionalism, sound judgement and integrity while working within legislative and regulatory frameworks.

Desirable

- Knowledge of, or the ability to quickly gain knowledge of, relevant legislation, policies and operational practices.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Brianna Lazzaro, brianna.lazzaro@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0772461

Australian Electoral Commission

Closing Date:Sunday 27 September 2026

Service Delivery Group
Roll Management and Industrial Events Branch Roll Operations and Silent Cell

Job Title	Senior Policy Officer, Roll Operations and Silent Cell
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2026-153 10381
Agency Website	https://www.aec.gov.au/

Job Description

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

The Roll Operations and Silent Cell section is responsible for managing the operations of the Australian electoral roll through the development, implementation and evaluation of enrolment policy and procedures, as well as the centralised processing of silent elector enrolments.

The team oversees day-to-day enrolment matters, including maintaining procedural guidance, reference materials and capability development initiatives for state and divisional network staff. It delivers key projects associated with federal, state and local government elections, including close of rolls activities and electoral boundary redistributions. The team works closely with internal and external stakeholders to deliver outcomes that support the integrity, effectiveness and continuous improvement of Australia's electoral system.

Duties

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

As a Senior Project Officer, you will play an important role in delivering high-quality outcomes by contributing to the management of the electoral roll through the development, implementation and evaluation of enrolment policy.

As part of a collaborative and high-performing team, you will contribute to the enrolment program through the delivery of key projects, the provision of clear and practical policy advice, support for staff responsible for enrolment processing, and the development and maintenance of enrolment guidance and doctrine. You will build strong working relationships across the organisation and with key stakeholders to support the delivery of high-quality outcomes.

This role provides an opportunity to apply your skills and experience in a dynamic environment while contributing to nationally significant outcomes. You will be supported by experienced colleagues and have access to professional development opportunities that will help you grow your career within the APS.

To excel you'll have:

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

- Demonstrated experience providing sound policy advice and contributing to the development, implementation and evaluation of policy within a legislative or regulatory environment.
- Proven capacity to manage and deliver competing priorities and achieve high-quality outcomes within established timeframes.
- Demonstrated ability to produce accurate, high-quality work while maintaining strong attention to detail.
- Experience in setting priorities, managing workloads and delivering quality results in a fast-paced environment.
- Ability to communicate effectively with a diverse range of stakeholders across geographically dispersed teams, while building productive working relationships and responding to stakeholder needs.
- Demonstrated analytical skills and the ability to identify opportunities for improvement, contribute to change initiatives and support innovation.
- Proven capacity to exercise sound judgement, professionalism and integrity while achieving results within legislative and policy frameworks.

Desirable

- Ability to quickly acquire and apply knowledge of relevant electoral legislation, policies and operational practices.
- Relevant tertiary qualifications in policy, management, public administration or similar.

Eligibility

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum

requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

To Apply

Position Contact	John Pilbrow, (03) 9967 3229
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0772400

Australian National Maritime Museum

Closing Date:Thursday 17 September 2026

Fleet and Collection
Conservation

Job Title	Assistant Conservator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pyrmont NSW
Salary	$79,125 - $86,246
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Pyrmont
Classification	APS Level 4
Position Number	0090
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-

Job Description

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

Every object in the National Maritime Collection has a story to tell. As an Assistant Conservator at the Australian National Maritime Museum, you will help ensure those stories can be shared for generations to come.

Working alongside experienced conservators and museum professionals, you will contribute to the care, preservation and accessibility of nationally significant collection material. From preventive conservation and practical treatments to exhibitions and loans, you will play a hands on role in protecting Australia’s maritime heritage.

Duties

What you will do

In this role, you will:

- undertake preventive conservation, collection care and practical treatment activities
- monitor collection environments and identify risks to collection material
- prepare condition reports, treatment records and photographic documentation

- contribute to conservation projects, exhibitions, loans and gallery maintenance
- assist with conservation assessments, research and treatment planning
- work collaboratively across the Museum to support collection preservation and access.

What you will bring

You are passionate about cultural heritage conservation and enjoy practical, hands-on work. You bring:

- knowledge of contemporary conservation principles, practices and professional standards
- experience in preventive conservation, collection care and conservation treatments
- sound judgement and the ability to identify and respond to collection risks
- strong organisational skills, accuracy and attention to detail
- the ability to manage competing priorities and meet deadlines
- clear communication skills and a collaborative approach
- experience maintaining accurate records using collection management systems and digital applications.

Essential requirements

To be eligible, you must have:

- completed tertiary qualifications in Materials Conservation, Cultural Heritage Conservation or a related discipline, or an equivalent combination of relevant qualifications, training and experience
- current membership of the Australian Institute for the Conservation of Cultural Materials.

The successful applicant must also satisfactorily complete an Australian Federal Police National Police Check and obtain and maintain a Working with Children Check.

Why join us?

This is an opportunity to:

- work with nationally significant collection material
- contribute to exhibitions, loans and conservation projects
- develop your skills alongside experienced conservation professionals
- join a collaborative team committed to high-quality collection care
- help preserve and share Australia’s maritime stories.

Inclusion and accessibility

We welcome applications from Aboriginal and Torres Strait Islander peoples, people with disability, and people from culturally and linguistically diverse backgrounds.

RecruitAbility applies to this vacancy. If you apply under the scheme, declare that you have a disability and meet the minimum requirements of the role, you will be invited to participate in further assessment. Learn more about the RecruitAbility scheme.

Eligibility
Notes

About the Australian National Maritime Museum

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

To Apply

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

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Vacancy VN-0772450

Australian National Maritime Museum

Closing Date:Friday 25 September 2026

Fleet and Collection
Fleet

Job Title	Head of Fleet Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pyrmont NSW
Salary	$140,675 - $153,336
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Pyrmont
Classification	Executive Level 2
Position Number	0195
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-

Job Description

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

Lead an extraordinary fleet, build its future, and bring Australia’s maritime stories to life as the Australian National Maritime Museum’s ongoing, full-time EL2 Head of Fleet Operations.

About the Australian National Maritime Museum

The Australian National Maritime Museum is where Australia’s stories meet the sea.

As one of the nation’s leading cultural institutions and one of Sydney’s most visited museums, we ignite curiosity, inspire discovery, and connect people with the powerful stories that have shaped Australia’s relationship with the ocean, rivers, and waterways.

Through world-class exhibitions, iconic vessels, education programs, research, events, and digital experiences, we bring maritime history, culture, science, and innovation to life for millions of people across Australia and around the globe.

Located on the spectacular waters of Darling Harbour, the Museum welcomes more than 2.5 million visitors each year and is supported by a passionate community of employees, volunteers, members and supporters who are united by a shared purpose: to create meaningful experiences that inspire a deeper understanding of our maritime heritage and future.

At the Museum, you will have the opportunity to contribute to work that matters, collaborate with talented and dedicated professionals, and help shape the future of one of Australia's most respected cultural organisations.

Duties

About the Role

The Head of Fleet Operations is a rare leadership opportunity for an accomplished maritime professional ready to take responsibility for one of the most distinctive operational fleets within an Australian cultural institution.

In this influential role, you will lead the people, vessels and systems that make the Museum’s maritime experiences possible. From operational readiness and maintenance to safety, compliance, and workforce capability, you will set the standard for how the fleet operates today while building the foundations for its future.

Your impact will be visible across the entire Museum. You will turn strategy into practical delivery, strengthen accountability and performance, and create a confident safety-first culture across a multidisciplinary workforce. You will ensure vessels are seaworthy, compliant, and ready to support unforgettable visitor experiences, public programs, heritage preservation and commercial opportunities.

Every day will call for sound judgement, decisive leadership, and the ability to navigate complexity. You will balance vessel activation with regulatory obligations, asset integrity, and heritage stewardship, while managing resources and priorities in a dynamic operational environment.

As a senior Museum leader, you will influence decisions well beyond Fleet. You will advise senior leadership, work closely with teams across the organisation and build trusted relationships with regulators, contractors, and maritime partners. Your leadership will drive innovation, continuous improvement and a fleet operation that is safer, stronger, and more sustainable.

If you are inspired by the opportunity to lead complex maritime operations, develop outstanding people and protect nationally significant vessels, this is your chance to make an enduring contribution to Australia’s maritime heritage.

Please note: This recruitment process may be used to fill both current and future vacancies. A merit pool of suitable applicants may be established and used to fill similar ongoing and non-ongoing positions that arise within 18 months from the date the vacancy is advertised.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

Proven executive-level leadership in complex maritime operational environment, with the ability to lead multidisciplinary teams and deliver high-risk, asset-intensive operations safely and effectively.

Demonstrated ability to translate strategy into delivery, driving operational execution, aligning resources, and embedding performance frameworks to achieve organisational outcomes.

Deep expertise in fleet operations, heritage asset management, and regulatory compliance, with a strong understanding of maritime safety obligations and risk management frameworks.

Strong financial and commercial acumen, including experience managing budgets, optimising resource allocation, and supporting revenue-generating and public engagement activities.

Highly developed stakeholder engagement and influencing capability, with the ability to build trusted relationships, provide expert advice to senior leadership, and navigate complex internal and external environments.

Mandatory

Relevant maritime qualifications in naval architecture, maritime engineering, advanced vessel operation or specialised port asset management

Demonstrated experience leading complex operational environments, ideally within maritime or asset-intensive

Strong capability in people leadership, workforce planning and performance management

Deep understanding of fleet operations, maintenance and compliance frameworks

Proven ability to translate strategy into operational delivery

Experience managing risk, safety and regulatory environments

Strong delivery focus with ability to drive outcomes through teams

Desirable

Experience in heritage vessels or cultural institutions

To Apply

To apply, please click the link below to complete the pre-screening questions.

You will also need to upload:

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

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

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

Eligibility

Position Eligibility Requirements

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

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

Applications Close: 11:59pm AEST, Friday, 25 September 2026. No applications will be accepted by mail or email.

Notes

About the Australian National Maritime Museum

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

To Apply

Position Contact	Kim Gillard, 0466 167 315
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20peop

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Vacancy VN-0772459

Australian Security Intelligence Organisation

Closing Date:Monday 21 September 2026

Job Title	AEE2 - Human Resources (HR) Directors
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$161,682 - $191,321
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 2
Position Number	01120262027
Agency Website	www.asio.gov.au

Job Description

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

The Organisation

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

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

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

The opportunity

We are seeking high-performing and strategic executive leaders to fill current and future Director (EL2 equivalent) opportunities within ASIO's Human Resources (HR), Recruitment and Learning & Development teams. As a HR, Recruitment or Learning & Development Director in ASIO, you will provide high-level strategic advice to the senior executive, manage dynamic teams, and lead critical HR, recruitment or training functions.

Depending on your interest and experience, you may be assigned to lead one of the following specialised functions:

· **Director, Workforce Analytics**: Lead workforce planning, reporting, modelling, and business intelligence to drive data-informed workforce decisions across the agency.

· **Director, Case Management**: Oversee complex workplace relations, including leading the agency's performance management framework, managing ethics and conduct matters, and behavioural and integrity frameworks to foster workplace culture.

· **Director, Senior Executive Service (SES) Unit**: Lead senior executive talent management, SES recruitment, leadership development planning and support for the agency's executive leadership.

· **Director, Recruitment**: Shape the future of ASIO's workforce. From entry-level graduates and mid-career hires, to skilled specialist recruitment, you will design and deliver the recruitment frameworks required to build a future-ready workforce. Leveraging a deep understanding of the recruitment market and workforce trends, you will lead a team dedicated to securing the critical skills essential to ASIO's operational requirements.

· **Director, Learning & Development**: Lead the design, delivery and coordination of corporate learning across ASIO, including leadership offerings, core capability training and advisory services offered within our Learning Advisory Centre. You will also lead the Digital Learning & Technology team to deliver modern, technology enabled learning initiatives.

· **Director, Entry Level Programs & Learning Operations**: Oversee the delivery of ASIO's Entry Level Programs, induction function and learning operations team.

All HR Director roles engage with a range of stakeholders, including internally and with the Australian Public Service, National Intelligence Community and Five-Eyes countries (Australia, Canada, New Zealand, United Kingdom, and the United States). These roles are critical in ensuring ASIO has the leadership and capability to meet evolving national security challenges.

ASIO looks for candidates who are curious, resilient and enjoy problem solving. To be successful in this role, you will require:

· Courage and capability to implement change

· The ability to read and navigate internal and external requirements

· A willingness to work well within a team, for the enterprise benefit

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

Duties

Responsibilities

As a HR Director in ASIO, you will:

· Lead and manage people: Apply leadership in high-performing teams, fostering inclusive culture, and developing staff capability both in your immediate area, and more broadly in the agency.

· Manage a HR function: Develop and deliver work programs and the achievement of set outcomes, in a manner that is ethical, legal and demonstrates positive organisational leadership.

· Engage with stakeholders: Demonstrate influence and negotiation skills, strong verbal and written communication, and political and business acumen when working with Senior Executives and external partners.

· Drive strategic outcomes: Translate broader organisational goals into operational HR strategies, practices and processes, and manage enterprise risks.

· Be a subject matter expert: Demonstrate deep expertise in workforce analytics, case management, integrity frameworks, or executive workforce strategy.

Eligibility

What you will bring

We are seeking candidates with the following capabilities:

· Promotes a security culture: Support staff to identify, assess and manage security and organisational risk, including promoting and maintaining a positive and inclusive workplace where staff feel comfortable seeking support and raising concerns.

· Strategic thinking: The ability to translate organisational goals into operational HR strategies and manage long-term risks.

· Achieves results: The capacity to marshal resources and teams to deliver quality outcomes on complex, time-sensitive initiatives while ensuring legislative compliance.

· Productive working relationships: High-level negotiation skills, political acumen, and the ability to translate complex frameworks into concise briefs for Senior Executives and external partners.

· Personal drive and integrity: High-level judgment, resilience, and professional ethics, particularly when managing sensitive personnel matters.

· Communicates with influence: The capability to provide expert guidance to Senior Executive Service (SES) officers and key stakeholders on complex operational and policy matters.

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

Refer to ASIO's Core Capability Framework to understand what is expected at each level for each capability.

Skills and qualifications

The following qualifications are desirable, but are not required:

· AHRI Practising Certification, tertiary qualifications in Human Resource related fields.

Eligibility

To be eligible to work at ASIO, you must be:

• an Australian citizen

• assessed as suitable to hold and maintain a TOP SECRET-Privileged Access (TS-PA) security clearance.

Reasonable adjustments

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

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access security clearance.
- Employer superannuation contributions of 15.4%.
- A variety of leave options in addition to the standard 4 weeks annual leave, including stand down between Christmas and New Year.
- Flexible working arrangements. Please note due to our unique working environment, work from home options are not available.

- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Access to an Employee Assistance Program (EAP).

How to apply

ASIO officers' identities are protected by law. Under section 92 of the ASIO Act, the only declared ASIO officers are the Director-General and Deputy Directors-General. Due to the need to protect our people's identities, ASIO holds all employment applications in the strictest of confidence.

It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

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

- A written pitch of up to 500 words that addresses the required capabilities for the role. Use examples to demonstrate how your skills and experience meet the capabilities.
- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you have undertaken.
- Details of 2 referees, which must include a current or former supervisor. ASIO will not contact your referees without advising you prior to doing so.

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

Use of artificial intelligence in recruitment processes

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

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

Additionally, be aware of the privacy policies of any AI tool you use. Be mindful of the information you are entering into AI tools (personal details, work history, etc) and how using it may link you to

potential ASIO employment, noting that you are expected to be discrete and maintain confidentiality with your application.

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

The recruitment selection process

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

We ask all applicants for their patience throughout the process.

Employment conditions

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

Australian Workplace Equality Index

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

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

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 0262637888
Agency Recruitment Site	https://www.careers.asio.gov.au/public/jncustomsearch.searchResults?in

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Vacancy VN-0772515

Australian Signals Directorate

Closing Date:Sunday 27 September 2026

Job Title	ASD 6 and EL1 Capability Planners and Governance Officers
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	$106,835 - $147,387
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per information pack
Classification	APS Level 6;Executive Level 1
Position Number	ASD/05240/26
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

The Capability Planner and Governance Officers play a key role in shaping organisational capability, strengthening governance, and supporting strategic decision-making. Working across diverse stakeholders, you'll identify opportunities for improvement, develop practical solutions, and help ensure our organisation is well-positioned to achieve its goals now and into the future.

There are multiple roles for the Capability Planner and Governance Officers within REDSPICE Branch across multiple sections to support ASD’s governance and cabinet submissions on a range of projects. REDSPICE Branch sits within the wider Portfolio and Resilience Division of the Capability and Transformation Group.

Strategic Engagement:

Strategic Engagement section works with broader government on REDSPICE and other ASD capability projects. Key deliverables include submissions and board papers, as well as various parliamentary and ministerial briefs.

Major Capability Planning:

Major Capability Planning section is responsible for planning all future ASD projects that are a part of the Defence Integrated Investment Program (IIP). This involves scoping requirements, engaging with internal and external stakeholders and the drafting of all relevant documentation to take to government for approval.

Major Program Governance:

Major Program Governance section provides secretariat functions to all major programs within ASD. The section coordinates governance committees and boards and ensure governance frameworks are adhered to. In addition, this team ensures minute taking, action items and decisions are recorded accurately to ensure senior stakeholders can make informed decisions.

This work directly shapes the future of ASD and has very high interest from ASD’s senior leaders. The role will offer:

- Strong familiarity with broader ASD, Defence and whole-of-Government process, priorities, strategic direction.
- Exceptional understanding of the RESPICE program, ASD projects and ASD at an agency level.
- Exposure to how broader Defence and Government works.

The teams are currently dispersed across Brisbane, Canberra and Melbourne. The position may require travel.

There will be a requirement to be in the office full time due to the nature of information you will be dealing with.

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

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

Duties

ASD6 Capability Planner and Governance Officer

An ASD6 Capability Planner and Governance Officer is accountable under broad direction to perform and achieve complex governance, planning, analytical and advisory work within an integrated workforce. They will have a strong understanding of, and commitment to, legislative frameworks, government decision-making processes, and ASD's mission, policy and capability requirements.

The ideal candidate will demonstrate initiative, sound judgement and professionalism when interpreting policy, applying governance and capability planning practices, and managing complex pieces of work. They will be capable of providing detailed technical, professional and policy advice, while contributing to strategic planning, program and project management, governance activities, and policy development.

They will possess strong analytical and problem-solving skills, with the ability to work independently, manage competing priorities and deliver high-quality outcomes. They will be adaptable, outcomes-focused, and able to apply critical thinking to support informed decision-making and continuous improvement.

The successful candidate will have well-developed stakeholder engagement and communication skills, with the ability to build and maintain productive relationships across a diverse stakeholder group. They will be effective at identifying, anticipating and responding to stakeholder needs,

navigating complex or sensitive issues, and working collaboratively to achieve organisational outcomes.

They will demonstrate professionalism, accountability and a commitment to continuous learning, contributing positively to team outcomes while striving for excellence in their own performance and professional development.

EL1 Capability Planner and Governance Officer

An EL1 Capability Planner and Governance Officer is accountable under broad direction to perform and achieve very complex governance, planning, written and analytical work within an integrated workforce. They will possess an in-depth knowledge of and ensure compliance with legislative frameworks, government decision-making processes, and ASD's mission, policy and capability requirements.

The ideal candidate will exercise a considerable degree of independence and perform as a subject matter expert, applying sound judgement and decision-making to provide expert advice on complex governance, capability planning and policy matters. They will have demonstrated experience in developing, implementing, reviewing and improving policies, procedures, frameworks and planning activities, and will contribute to strategic planning, program and project management, and organisational outcomes.

They will be highly skilled in complex problem solving and issues management and have the ability to lead or coordinate sensitive projects that may have strategic, operational or political implications. The successful candidate will be capable of leading teams, coaching staff and fostering a culture of continuous improvement, accountability and professional development, while ensuring the effective use of resources to achieve outcomes.

The ideal candidate will also have strong stakeholder engagement and relationship management skills, with the ability to identify stakeholder needs and expectations, communicate effectively, and develop practical approaches to achieve business outcomes.

They will demonstrate professionalism, integrity and resilience, and actively contribute to the ongoing development of their work area, colleagues and themselves.

Eligibility

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

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

Notes

The below qualifications or experience are desirable, however not required for each position being filled:

- Proven experience in delivering and/or planning complex capability development and delivery.
- Experience in providing advice and engagement across whole-of-government on major capability programs and projects to achieve strategic outcomes.
- Proven experience in leading and planning governance for programs.

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

About the Australian Signals Directorate

To Apply

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

Vacancy VN-0772311

Australian Submarine Agency

Closing Date:Sunday 20 September 2026

Australian Submarine Agency
Engineering & Technology

Job Title	Information and Records Management Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Rockingham WA
Salary	$99,733 - $112,431
Future Merit Locations	Adelaide, Canberra, Rockingham
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit Pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	ASA/05069/26
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=6857E781-40BB-9BC8-9332-ED397BB0ECEF

Duties

The Role

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

As an APS 6 Information and Records Management Officer, you will deliver enterprise-level records management and assurance activities to support the Nuclear Powered Submarine Program. You will work under broad direction to strengthen the information security culture and enable the ASA to operate with confidence in a sensitive and high profile environment.

You will work in a small, geographically dispersed team accountable for in-life records

management, archiving and disposal of records, and assurance activities to uplift information and data management. You will set priorities, identify risks, and support capability development aligned with ASA’s mission and Government direction.

Leveraging your knowledge of legislative requirements, including the Information Management Standard for Australian Government and the Archives Act 1983, you will implement the ASA Information Governance Framework and related policies, and perform complex records management governance activities. You may act as a team lead, review existing processes and products, and build capability within the team and across stakeholder groups.

In this role, you will have the opportunity to engage with a range of stakeholders and shape information and records management practices across the Agency. You will provide expert advice, drive continuous improvement and practical solutions to complex challenges, and support high-quality outcomes aligned with broader ASA objectives.

About our Team

As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people.

The Directorate of Information Governance plays a critical role in enabling the ASA to operate with confidence, integrity, and accountability. Through strong information governance and effective information and records management, the Directorate supports informed decision-making and the delivery of outcomes for the Nuclear Powered Submarine Program.

The Directorate provides enterprise-wide information governance and records management services, including setting and overseeing governance policy, delivering reporting, and managing the ASA’s electronic document and records management system. Through these functions, the Directorate works strategically to embed sound information management practices, strengthen compliance, and build high-quality information management capability across the ASA, ensuring compliant, efficient, and accountable management of information throughout its lifecycle.

Our Ideal Candidate

We are a dynamic organisation seeking employees who are agile, innovative and energised by high-paced work. We are seeking highly motivated and collaborative minded people who will have the opportunity to contribute to a once in a lifetime program. Along with a proactive mindset and willingness to learn, our ideal candidate will bring the following attributes and skills to the role:

- Demonstrated experience managing records across their lifecycle, including sentencing, retention, and archiving, in accordance with the Archives Act 1983, relevant legislation, and established policies and procedures.
- Experience working within Commonwealth ICT and knowledge management frameworks, including management and maintenance of an agency Electronic Document and Records Management System (EDRMS).
- Proven ability to communicate with influence, negotiate outcomes, and manage complex stakeholder relationships across a geographically dispersed network.
- Demonstrated capacity to identify issues proactively, analyse risks, and develop practical solutions that improve records management practices and enterprise Compliance.
- Ability to work autonomously, manage competing priorities, and exercise sound judgement in an ambiguous and fast-paced environment.
- A motivated self-starter and team player with a strong focus on continuous improvement.

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	Amber McAllan, amber.mcallan2@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6857E781-40BB-9BC8-9382-ED3

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Vacancy VN-0772322

Australian Submarine Agency

Closing Date:Sunday 20 September 2026

Australian Submarine Agency
Stewardship

Job Title	Cyber Security Analyst
Job Type	Full-Time, Ongoing
Location	Majura ACT
Salary	$99,733 - $112,431
Future Merit Locations	Majura
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location
Classification	APS Level 6
Position Number	ASA/04222/26
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=64241311-7838-2A09-7246-ED49C5036102

Duties

The Role

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

The Australian Submarine Agency Information Control Branch is seeking highly motivated individuals to fill multiple roles in the Information & Cyber Security team. As a Cyber Security Analyst, you will be responsible for ensuring the security and protection of the Agency's ICT systems and information and providing support in pursuit of the enterprise. As a Cyber Security Analyst, you will be responsible for enabling and supporting the ICT systems and infrastructure that will ensure that success of the program.

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

About our Team

At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology.

As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

Our Ideal Candidate

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

The ideal candidate will possess technical training, skills and experience in ICT or cyber security, and who are motivated to grow their cyber security expertise. They will enjoy solving problems, and working well with a range of stakeholders.

Candidates should possess:

- Demonstrated skills and experience in ICT or Cyber technical roles, including analysis, interpretation and development of Cyber Security policy, advice and reporting.

- Experience working with established frameworks, security controls and policy requirements for the protection of ICT networks and systems.
- Accountable under minimal direction to contribute to complex technical solutions, deliver outcomes and adapt to an innovative and evolving environment.
- The ability to apply critical thinking, clear and effective communication skills both independently and collaboratively within a team and across government and industry stakeholders.

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=64241311-7838-2A09-7246-ED4

Vacancy VN-0772478

Defence Housing Australia

Closing Date:Monday 21 September 2026

Service Operations
Service Delivery Service Operations

Job Title	Property Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Wodonga VIC
Salary	$87,018 - $94,092
Future Merit Locations	Wodonga
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 4
Position Number	493987
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking an experienced Property Manager to join the Service Operations Team. Apply now and enjoy a rewarding career at DHA!

About us

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

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

members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

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

Duties

About your team

The Service Delivery Group manages the housing portfolio for DHA, including housing allocations and administration, asset and tenancy management, heritage and upgrade projects, construction, and development activities. Within this Group, the Service Operations team is responsible for contributing to property management services, including inspections and maintenance, and housing benefits for ADF members and their families.

The Service Operations team deliver on DHA's core services in tenancy, landlord and property management and are responsible for supporting DHA to meet its strategic outcomes through:

- Facilities, allocation and management of Defence Members and families occupying housing
- Provide specialised customer service and property management
- Provide high level contract management and tender support to a national panel of repairs and maintenance contractors
- Ensuring property repairs, maintenance and asset management are planned, co-ordinated and standardised
- Contributing to the development of long-term asset management strategies

About the role

Reporting to the Assistant Regional Operations Manager, the Property Manager (DHA Level 4) contributes to the business outcomes of their regional office by undertaking a number of property management activities, including inspections, maintenance, reporting and tenant interactions.

The role coordinates with various stakeholders, ensuring that properties meet required standards and that tenants' ongoing needs are met.

Additionally, it is responsible for monitoring expenses and achieving performance goals in line with relevant legislation and standards. To achieve these core outcomes, the role requires strong skills in organisation, communication, stakeholder engagement, and information analysis and interpretation. Its ability to develop business knowledge quickly and operate within a high-pressure environment are also critical to its success.

Eligibility

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

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- A dedicated Employee Assistance Program for you and your family to access in times of need
- ADF partner employment conditions when posting to a new location

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

How to apply

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

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

Applications close: 11:55pm AEST 21 September 2026

Any questions? Please contact Kamilla Legge, Assistant Regional Operations Manager

T: 02 6268 3702 E: Kamilla.legge@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

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

About the Defence Housing Australia

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

To Apply

Position Contact	Kamilla Legge, 02 6268 3702
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0772422

Department of Finance

Closing Date:Monday 21 September 2026

Ministerial and Parliamentary Services
HR Frameworks HR Operations and Service Management

Job Title	Director, HR Operations and Service Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$160,177 - $188,578
Future Merit Locations	Canberra
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements.
Classification	Executive Level 2
Position Number	2026/190
Agency Website	www.finance.gov.au

Job Description

https://financejobs.nga.net.au/?jati=A95DA95D-A4D4-0E4D-327E-ED4A3C9F98F7

ABOUT THE BRANCH

Ministerial and Parliamentary Services sits at the intersection of people, policy and Australia's democratic institutions. A career in the Human Resources Frameworks Branch gives you a front-row seat to democracy, supporting the employment framework and services that enable parliamentarians and their staff to do their work.

Our work is interesting, fast-paced and highly visible. It calls for people who can combine sound technical HR or payroll capability with strong judgement, adaptability and the ability to work well with a broad range of stakeholders. In this branch, you will have the opportunity to use your expertise, build trusted relationships and contribute to work that matters across the parliamentary workplace. We are looking for people who will contribute to a positive and respectful branch culture, including leaders who build high-performing teams where people are supported, accountable and able to do their best work.

The branch is responsible for:

- delivering payroll services for approximately 2,300 MOP(S) Act employees across Australia, supported by HR Helpdesk and IT systems support
- developing and delivering the MOP(S) Act employment framework, in consultation with relevant agencies and employees
- administering HR services for the MOP(S) workforce
- advising Ministers and other stakeholders on policy matters relating to legislation administered by the Department
- providing policy advice on reforms to Commonwealth parliamentary workplaces, including contributing to implementation of recommendations from Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces.

ABOUT THE OPPORTUNITY

This role leads the HR Operations and Service Management Team, a team of around 25 people responsible for providing payroll services to MOP(S) Act employees, developing reports and assurance on the payroll function, and managing a range of payroll system improvements. The role engages regularly with Ministers' offices and Parliamentarians, and works closely with other branches in the division, as well as the Parliamentary Workplace Support Service.

Key duties include:

- Leading and developing the team, including providing strategic guidance, support and oversight to APS 5, APS 6 and EL1 staff.
- Overseeing the delivery of high-quality, accurate and compliant payroll services for MOP(S) Act employees.
- Building and maintaining effective relationships with Ministerial offices, partner agencies and internal stakeholders to resolve complex payroll and employment matters.
- Ensuring the provision of timely, accurate and insightful reporting on MOP(S) Act employee pay, entitlements and conditions.
- Managing payroll governance, quality assurance and continuous improvement activities to support operational excellence and legislative compliance.
- Actively contributing to a positive branch and divisional culture as a member of the branch leadership team, fostering collaboration, engagement and high performance.

Duties

Our ideal candidate will have:

- Strong interpersonal skills.
- Excellent judgment.
- Strong leadership and management skills.
- Strong problem-solving skills.
- Demonstrated knowledge of and management experience with payroll and human resources.
- Ability to work effectively under pressure.

FINANCE PEOPLE CAPABILITY FRAMEWORK AND JOB SPECIFIC CAPABILITIES

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

Lead

- Provide leadership and manage a team overseeing the successful delivery of payroll services to approximately 2,300 MOP(S) Act employees throughout Australia.
- Promote a positive and respectful team culture.

Collaborate

- Work collaboratively with other teams, branches and agencies to solve problems and deliver joined-up advice and support to clients.
- Maintain positive relationships with key stakeholders including Ministers' offices.

Achieve

- Deliver a trusted, accurate payroll service, and roll out system improvements to streamline service delivery.
- Solve problems and close out issues for stakeholders in a timely manner.

Think

- Identify creative solutions to improve payroll service delivery, and understand the big picture for Parliamentary clients.

Learn

- Maintain a focus on continuous improvement for the team, actively seek out feedback and look for opportunities to strengthen one's own performance.

Know

- Understand payroll, human resources and relevant legislation including the MOP(S) Act.

Eligibility

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

Notes

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

About the Department of Finance

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

To Apply

Position Contact	Penelope Jones, (02) 6215 2056
Agency Recruitment Site	https://financejobs.nga.net.au/?jati=A95DA95D-A4D4-0E4D-327E-ED4A3

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Vacancy VN-0772512

Department of Finance

Closing Date:Thursday 24 September 2026

Ministerial and Parliamentary Services
HR Frameworks HR Operations and Service Management Team

Job Title	Payroll Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$82,613 - $94,289
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements
Classification	APS Level 4
Position Number	2026/199
Agency Website	www.finance.gov.au

Job Description

https://financejobs.nga.net.au/?jati=AA46B56D-3A59-D429-BECB-ED4B6638BF00

ABOUT THE TEAM & BRANCH

Ministerial and Parliamentary Services sits at the intersection of people, policy and Australia's democratic institutions. A career in the Human Resources Frameworks Branch gives you a front-row seat to democracy, supporting the employment framework and services that enable parliamentarians and their staff to do their work.

Our work is interesting, fast-paced and highly visible. It calls for people who can combine sound technical HR or payroll capability with strong judgement, adaptability and the ability to work well with a broad range of stakeholders. In this branch, you will have the opportunity to use your expertise, build trusted relationships and contribute to work that matters across the parliamentary system. We are looking for people who will contribute to a positive and respectful branch culture, including leaders who build high-performing teams where people are supported, accountable and able to do their best work.

The branch is responsible for:

- Delivering payroll services for approximately 2,300 MOP(S) Act employees across Australia, supported by HR Helpdesk and IT systems support
- Developing and delivering the MOP(S) Act employment framework, in consultation with relevant agencies and employees
- Administering HR services for the MOP(S) workforce
- Advising Ministers and other stakeholders on policy matters relating to legislation administered by the Department
- Providing policy advice on reforms to Commonwealth parliamentary workplaces, including contributing to implementation of recommendations from Set the Standard: Report on the Independent Review into Commonwealth Parliamentary Workplaces.

Duties

ABOUT THE OPPORTUNITIES

We have several vacant positions at various levels in the HR Operations and Service Management Team. The team members will be required to undertake tasks related to payroll and administrative processes and provide advice and support to approximately 2,300 staff of parliamentarians throughout their employment cycle. You must be able to work effectively under pressure, have strong verbal and written communication skills, and be able to collaborate with your Helpdesk team members to provide a high standard of service to federal parliamentarians and their staff. You will be required to monitor your own workload and prioritise tasks, and be an enthusiastic team member who is willing to assist your peers by taking on additional work where required.

The team is based in Canberra and has approximately 30 members split into sub-teams responsible for providing payroll, systems and administrative services to staff employed under the under the Members of Parliament (Staff) Act 1984 (MOP(S) Act).

As an APS Level 4 Payroll Officer you are required to undertake Payroll processing tasks of moderate complexity and work with limited direction. The successful applicant will be required to:

- Process payments of salary and related allowances to staff employed under the MOP(S) Act using the SAP payroll system.
- Administer MOP(S) Act staff commencements and cessations, including updates to relevant databases and systems.
- Supervise and check processing of payments of salaries and related allowances undertaken by junior team members.
- Respond to requests for advice from MOP(S) Act staff, in relation to pay and conditions of service, either through direct contact with clients or through the Helpdesk. This can include drafting standard and non-standard correspondence.
- Assist other teams as required.
- Ensure accurate interpretation and application of relevant legislation used to process entitlements for Members of Parliament and their employees.

DETAILED VACANCY INFORMATION

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

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

Notes

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

About the Department of Finance

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

To Apply

Position Contact	Sue Doneska, 02 6215 3235
Agency Recruitment Site	https://financejobs.nga.net.au/?jati=AA46B56D-3A59-D429-BECB-ED4B(

Vacancy VN-0772479

Department of the Senate

Closing Date:Sunday 27 September 2026

Clerk's Office

Job Title	Clerk Assistant
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$242,101 - $253,053
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	Employees are entitled to request flexible working arrangements under the department's enterprise agreement
Classification	Senior Executive Service Band 1
Position Number	3, 4 and 5
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

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

Between them the department's three Clerk Assistants lead and manage five offices in the Senate department. The current allocation of offices to each position, and the responsibilities of those offices, can be found here. Candidates will have a high degree of managerial expertise and exceptional skills leading and developing staff.

Each Clerk Assistant plays a pivotal role in providing advice and support to the President of the Senate, the Deputy President and other senators in the Senate, to facilitate its proceedings. They also provide more detailed advice, both orally and in writing, in a variety of settings. This includes drafting procedural and legislative materials, providing secretariat support to Senate committees and managing a range of parliamentary and corporate matters.

The department has a policy of rotation at this level and a factor in any selection process is the suitability of applicants to move between the different positions. In the past this has included

rotation to the position of Usher of the Black Rod/Chief Operating Officer. All SES positions have a significant element of personal responsibility for the direct delivery of services and advice including providing advice to senators in the Senate.

All SES officers participate in the corporate and strategic leadership of the department and are involved in the delivery of seminars and information sessions to others, including senators, their staff and incoming parliamentary delegations, on the operations of the Senate.

Duties

1. Provide advice to senators and others about the operations of the Senate and its committees.
2. Manage one or more offices providing parliamentary advice and support and delivering a diverse range of services.
3. Serve as a Clerk at the Table in the Senate.
4. Draft, and oversee the drafting of, procedural and legislative material.
5. Provide advice and support to Senate committees.
6. Undertake high-level departmental management responsibilities and liaise with colleagues across the parliamentary service.
7. Foster a culture of continuous improvement, including by mentoring staff and leading learning and development activities.
8. Represent the department at high-level interdepartmental committees, working parties and conferences.

Eligibility
Notes

To apply, you are asked to provide a two-page pitch detailing your suitability to perform the duties of the position. You are also asked to provide a copy of your CV or résumé and performance assessments or equivalent documentation, from the previous two years.

This position will involve working additional hours when parliament is sitting. Domestic and international travel may be required.

Senior Executive Service employees are required to declare any actual or perceived conflicts of interest annually.

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

About the Department of the Senate

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

To Apply

Position Contact	Jackie Morris, Deputy Clerk of the Senate, (02) 6277 3360
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jo

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Vacancy VN-0772416

Department of the Treasury

Closing Date:Monday 21 September 2026

Markets Group

Job Title	APS6 Analyst, Markets Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$105,260 - $127,521
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements can be flexible in consultation with manager and operational requirements.
Classification	APS Level 6
Position Number	24-2026
Agency Website	www.treasury.gov.au

Job Description

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

Markets Group is seeking **APS6 Analysts** to contribute to the development and implementation of policy across the financial system, retirement incomes, consumer protection, corporate regulation and digital economy.

About the role

APS6 officers play an important role in shaping government decisions, managing complex work, and providing high-quality advice on issues of national significance.

This is an opportunity to work closely with ministers, regulators, industry and consumer groups to deliver reforms that strengthen Australia's economy and financial system. Successful candidates will have opportunities to manage significant policy and reform projects, contribute to legislation and regulatory initiatives, and influence decisions through exposure to senior leaders across government and regulatory agencies.

Duties

- Undertake complex policy analysis and provide strategic advice on economic, legal and regulatory issues.

- Prepare high-quality ministerial briefs, Cabinet submissions, correspondence and consultation materials.
- Manage significant components of legislative and regulatory reform projects from design through to implementation.
- Analyse data, stakeholder feedback and market developments to inform policy recommendations and government decision-making.
- Build and maintain productive relationships with regulators, industry, consumer groups and other government agencies.
- Coordinate work across stakeholders to support the delivery of government priorities and reform outcomes.
- Support and mentor junior staff and contribute to a positive, high-performing team culture.

Desirable skills / experience

We welcome applicants from a range of backgrounds, including economics, law, commerce, finance, public policy, data and digital policy, regulation and public administration.

Relevant experience in one or more of the following areas would be highly regarded:

- Policy development and implementation.
- Legislative and regulatory reform.
- Financial services and financial regulation.
- Superannuation and retirement incomes.
- Consumer protection and competition policy.
- Digital policy, payments, AI, data or emerging technologies.
- Stakeholder engagement, project management and policy delivery.

Successful applicants will typically have demonstrated experience managing complex policy issues, exercising sound judgement, building effective stakeholder relationships and delivering high-quality outcomes in a fast-paced environment.

Eligibility

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

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

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

Notes

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

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

About the Department of the Treasury

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

To Apply

Position Contact	Emily Bernardi, 02 6263 2272
Agency Recruitment Site	https://candidate.aurion.cloud/trea/production/portal1/

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Vacancy VN-0772440

Department of the Treasury

Closing Date:Monday 21 September 2026

Markets Group

Job Title	APS4-APS5 Analysts, Markets Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$82,995 - $99,287
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements can be flexible in consultation with manager and operational requirements.
Classification	APS Level 4;APS Level 5
Position Number	25-2026
Agency Website	www.treasury.gov.au

Job Description

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

Markets Group is seeking **APS4 and APS5 Analysts** to contribute to the development and implementation of Australian Government policy across the financial system, retirement incomes, consumer protection, corporate regulation and the digital economy.

This is an opportunity to work on high-profile reforms, contribute to government decision-making and engage with industry, consumer groups and regulators on issues that affect all Australians.

Successful applicants will have opportunities to work on significant policy and reform projects, contribute to legislation and regulatory initiatives, and develop their skills through exposure to senior decision-makers across government and regulatory agencies.

Duties

- Conduct research and analysis to support policy development and implementation.
- Prepare briefs, correspondence, consultation papers and other advice for ministers and senior officials.
- Support the design and implementation of legislative and regulatory reforms.
- Analyse data, stakeholder feedback and market developments to inform policy advice.
- Contribute to the coordination and delivery of policy and reform projects.
- Engage with stakeholders across government, regulators, industry and consumer groups.
- Provide administration and coordination support.

- Work collaboratively to deliver high-quality outcomes in a dynamic policy environment.

Desirable qualifications / experience

We welcome applicants from a range of backgrounds, including economics, law, commerce, finance, public policy, data and digital policy, regulation and public administration.

Relevant experience in policy development, legislative reform, regulation, financial services, superannuation, consumer protection, competition policy, digital policy, payments or emerging technologies would be highly regarded.

APS5 applicants would typically have two or more years' relevant experience.

Eligibility

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

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

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

Notes

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

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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	Emily Bernardi, 02 6263 2272
Agency Recruitment Site	https://candidate.aurion.cloud/trea/production/portal1/

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Vacancy VN-0772394

Director of Public Prosecutions

Closing Date:Sunday 20 September 2026

Job Title	Assistant Manager, Recruitment
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$121,755 - $132,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home arrangements may be considered on a case-by case-basis.
Classification	Executive Level 1
Position Number	26_71
Agency Website	

Job Description

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

Are you an experienced recruitment professional ready to lead, innovate and help shape the future workforce of the CDPP?

The Office of the Director of Public Prosecutions (Cth) (**CDPP**) is seeking an experienced and motivated recruitment professional to join our team as Assistant Manager, Recruitment (Executive Level 1).

This is an opportunity to lead end-to-end recruitment across legal, corporate, specialist and SES cohorts while helping to modernise how the CDPP attracts, selects and recruits its workforce.

Duties

About the role

As the Assistant Manager, Recruitment, you will lead a small recruitment team and oversee the delivery of high-quality, timely and compliant recruitment services across the CDPP.

You will partner with senior leaders and key stakeholders to provide expert recruitment advice, develop sourcing and attraction strategies aligned with the CDPP Workforce Plan and Employee Value Proposition, and use workforce and candidate insights to inform recruitment approaches.

The role also has a strong focus on innovation and continuous improvement. You will lead improvements and automation of the CDPP’s e-Recruit system and identify and deliver projects that streamline recruitment processes, strengthen governance and improve the candidate and hiring manager experience.

You will provide advice on APS recruitment legislation, policy and merit-based selection principles, prepare high-quality briefs and reports for senior audiences, and manage relationships with external recruitment and assessment providers.

About you

You are an experienced recruitment professional who can balance strategic thinking with the delivery of high-quality operational recruitment outcomes.

You will bring demonstrated experience leading end-to-end recruitment in a high-volume or complex environment and a strong understanding of APS merit-based recruitment principles and relevant legislation.

You are a confident leader who enjoys coaching and developing others and can build productive relationships with senior leaders and stakeholders. You will also be adaptable, organised and solutions-focused, with strong project management skills and a genuine interest in improving the way recruitment services are delivered.

Eligibility

- **Australian Citizenship**.
- The ability to obtain and maintain satisfactory National Police Check.
- The ability to obtain and maintain **AGSVA** Baseline security clearance is required.

Notes

Why you should apply

At the CDPP, we are committed to a workplace that reflects the community we serve. We recognise how drawing on different experiences and opinions drives innovation, new ideas and a more collaborative workplace. No matter where you work with us, you'll have access to:

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

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

About the Director of Public Prosecutions

To Apply

Position Contact	Toni-Lee Porter, 02 6206 5766
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0772304

Federal Circuit and Family Court of Australia

Closing Date:Monday 28 September 2026

Federal Circuit and Family Court of Australia
Judicial Support

Job Title	Deputy Associate to Judge Hughes
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$79,125 - $86,246
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 4
Position Number	0612-08-26
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=9943D768-D385-3B0A-330A-ED397C0CE1EC

Position Overview

The Deputy Associate is part of a small team who assist the Judge in the day-to-day management of Chambers and Court. This role also assists with the preparation of Court materials for the judge and involves undertaking legal research and assisting with judgment preparation as required.

Duties

Position Duties

1. Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management.
2. Assist the Associate in the day-to-day management of chambers including responding to enquiries and as required, managing the Associate inbox on behalf of the Judge.
3. Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials.
4. Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events.
5. Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required.
6. Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards.
7. Assist with the general operation of chambers; and
8. Other duties, as required.

Other Requirements

It is a mandatory that candidates have completed (or near completed) a qualification in law with a strong academic record (supported by Academic transcript).

The ability to travel on circuits as required.

Eligibility

Selection Criteria

Division 2 of the Federal Circuit Court of Australia deals with family law, migration and other general federal law matters. Candidates should include their interest and experience in the relevant jurisdictions when addressing the selection criteria.

1. Ability to undertake legal research (including on-line research) and prepare reports and written correspondence.
2. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
3. Demonstrated organisational skills, including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
4. Demonstrated proficiency with technology, including the use of Microsoft Office applications, electronic legal resources and the ability to learn and use the Court's case management systems.
5. The ability to adapt to changing situations and priorities and participate in collective work practices.
6. Experience in a legal environment.

Notes

Artificial Intelligence (AI) in recruitment

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

Principles for candidate use of AI in Recruitment

Eligibility

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

Australian citizenship – the successful applicant must hold Australian citizenship;

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

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

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

Diversity and Inclusion

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

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

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

How to Apply

To apply, please complete the application form on the Court’s careers portal.

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum

requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	Sue Cohen, 0475 983 195
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=9943D768-D385-3B0A-330A-ED397C0CE

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Vacancy VN-0772323

Federal Circuit and Family Court of Australia

Closing Date:Monday 28 September 2026

Federal Circuit and Family Court of Australia
Judicial Support

Job Title	Legal Associate to Justice Gill
Job Type	Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	$79,125 - $86,426
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 4
Position Number	0613-08-26
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=64DB79DA-CCB4-D98C-95B4-ED49C69AD4AF

Position Overview

The Legal Associate is part of a team assisting a Judge in the day-to-day management of Chambers and Court.

Duties

Position Duties

1. Providing case preparation and research assistance.
2. Assisting with the management of cases, and if required, entering data into the Court's case management system.
3. Assisting with the preparation of matters for hearing.
4. Assisting with judgements, as required, including giving critical considerations to drafts and drafting catch words and editing judgements in accordance with the Court's judgements publication style guide and standards.
5. Undertaking administrative and client service duties, such as acting court officer, responding to emails, and assisting with the general operation of chambers.
6. Other duties as required.

Qualifications

1. It is a mandatory requirement that candidates have completed (or at least be in 4th year) a Bachelor of Laws degree (or equivalent).
2. Applicants may be required to provide an example of written work demonstrating their legal research and writing skills.

Eligibility

Selection Criteria

1. Ability to undertake legal research (including on-line research) and prepare reports and written material including correspondence.
2. Sound organisational skills including the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
3. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.
4. Ability to operate computer-based equipment and associated word processing and other software.
5. Knowledge, or ability to acquire knowledge, of Family Court functions, the organisation, practices, procedures and terminology.

Notes

Eligibility

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

Australian citizenship – the successful applicant must hold Australian citizenship.

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

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

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

Artificial Intelligence (AI) in recruitment

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

Principles for candidate use of AI in Recruitment

Diversity and Inclusion

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

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

How to apply

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

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

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

About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	Chantelle Herba, (02) 6113 9383
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=64DB79DA-CCB4-D98C-95B4-ED49C69A

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

Vacancy VN-0772487

Federal Circuit and Family Court of Australia

Closing Date:Tuesday 29 September 2026

Federal Circuit and Family Court of Australia (FCFCOA Div 2)
Court and Tribunal Services

Job Title	Client Service Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Rockhampton QLD
Salary	$79,125 - $86,246
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	0603-08-26
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=A919733C-63F4-D7B4-F8B7-ED4A7C1E24D9

Purpose of position

This position is primarily responsible for the provision of services directly to the judiciary in specific locations and the public both locally (face to face) and/or nationally (as part of a dispersed national team).

Staff working in Location Based Support will provide a pivotal role delivering local services directly to the judiciary and face-to-face clients attending court locations. Staff in Location Based Support are located in a specific registry location to provide support at a local level. Staff within this stream report to a Location Based Team leader, either Manager Court Operations or Director Court Operations, depending on the location’s size and structure.

Location Based Support staff integrate across areas of responsibility to provide a holistic service to judges, staff, litigants and the profession.

Duties

Key Responsibilities and Duties

The responsibilities of the position are to:

- provide information and advice relating to court services, procedures, processes and forms as well as external options to clients to assist them to resolve their enquiries and issues
- progress cases by providing administrative services in accordance with court processes, including document lodgement, enquiries management, Registrar support and receiving and reconciling court fees and charges
- assist in the management of complex cases through the case management system
- Work independently within defined rules to apply legislation, guidelines and court processes.
- Identify issues and contribute to the resolution of problems.
- schedule and prioritise matters for hearing and other interventions to achieve the earliest possible resolution
- liaise with a range of internal and external stakeholders including Judge’s chambers, Registrars and their support staff, managers, legal practitioners, community organisations and other service providers to assist the resolution of cases
- coach employees, identify training needs and provide quality assurance
- collate, analyse and produce reports as required, and
- Assist Registrars as required.

Eligibility

Selection Criteria

1. A demonstrated record of success in the provision of service to clients involving working directly with the general public and a demonstrated understanding of and commitment to providing client focused services in a high-volume environment.
2. A demonstrated high level of organisational, analytical and problem-solving skills, the ability to use initiative and work independently and the ability to prioritise work to meet deadlines.
3. A demonstrated ability to work well in a team, foster a positive team environment and demonstrated experience coaching and training colleagues (or related experience).
4. A demonstrated capacity to communicate effectively both orally and in writing with people from a wide range of backgrounds, including clients, other staff members, the judiciary and senior management. This will include a proven ability to manage stressful and/or conflict situations in a professional manner, on a continual basis.
5. A demonstrated ability to contribute to and support change in the workplace including a strong ability to identify opportunities for process improvement. In addition, quickly acquire a sound working knowledge of court procedures, guidelines and policies.

How to apply

To apply, please complete the application form on the Court’s careers portal.

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

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

Notes

Eligibility

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

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

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

Diversity and Inclusion

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

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

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

Artificial Intelligence (AI) in recruitment

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

For more information, see: Principles for candidate use of AI in Recruitment

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

About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	Cheryl Grant, (07) 4994 2601
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=A919733C-63F4-D7B4-F8B7-ED4A7C1E

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Vacancy VN-0772514

Federal Circuit and Family Court of Australia

Closing Date:Wednesday 23 September 2026

Federal Circuit and Family Court of Australia (FCFCOA Div 2)
Judicial Support

Job Title	Deputy Associate (Legal)
Job Type	Full-Time, Non-Ongoing
Location	Parramatta NSW
Salary	$79,125 - $86,246
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	0605-08-26
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=2E4B1024-BE9E-078E-D772-ED4B664CF5A0

Purpose of Position

The Deputy Associate is part of a small team who assist the Judge in the day-to-day management of Chambers and Court. This role also assists with the preparation of Court materials for the judge and involves undertaking legal research and assisting with judgment preparation as required.

Duties

- Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management;
- Assist the Associate in the day-to-day management of chambers including responding to enquiries and as required, managing the Associate inbox on behalf of the Judge;
- Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials;
- Assist the Judge with the management of cases and as required, enter data into the Court's case management systems to reflect the outcomes of Court events;
- Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required;
- Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards;
- Assist with the general operation of chambers; and
- Other duties, as required.

Eligibility

Qualifications

It is a mandatory that candidates have completed (or near completed) a qualification in law with a strong academic record.

Selection Criteria

1. Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management;
2. Assist the Associate in the day-to-day management of chambers including responding to enquiries and, as required, managing the Associate inbox on behalf of the Judge;
3. Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials;
4. Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events;
5. Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required;
6. Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards;
7. Assist with the general operation of chambers; and
8. Other duties, as required.

How to apply

To apply, please complete the application form on the Court's careers portal.

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

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

Notes

Eligibility

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

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

Diversity and Inclusion

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

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

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

Artificial Intelligence (AI) in recruitment

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For more information, see: Principles for candidate use of AI in Recruitment

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law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	Lynne Weidle, 02 8623 4392
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=2E4B1024-BE9E-078E-D772-ED4B664C

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Vacancy VN-0772431

National Library of Australia

Closing Date:Sunday 20 September 2026

Collection Rights Management

Job Title	APS 5 - Coordinator, Rights Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	Flexible
Office Arrangement Details	Flexibility may be negotiated with the successful candidate
Classification	APS Level 5
Position Number	105021 & 105022
Agency Website	

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

Duties

The Library is seeking to fill a non-ongoing **APS 5 Coordinator** role in the Rights Management Section of the Collection Branch until February 2027, with the potential to become ongoing.

As the Coordinator, Rights Management you will coordinate activities within the Rights Management Program and provides specialist advice on rights issues, including copyright, privacy, defamation, licensing, access conditions, Indigenous Cultural and Intellectual Property, and access requests, while managing rights agreements and access arrangements. Working under limited direction, you will engage with internal and external stakeholders to deliver advice, draft communications, manage rights information, and support rights-related aspects of projects across the Collection, Engagement and Collaboration branches.

We are looking for an applicant that will bring a genuine interest in balancing access to collections with legal, ethical and cultural considerations. They will be a confident communicator who can build trusted relationships, navigate complex rights-related issues, and provide practical, risk-based advice. They will be highly organised, adaptable and collaborative, with the ability to coordinate competing priorities while contributing to continuous improvement across the Rights Management function.

To succeed in this role you will have:

- Qualifications or equivalent experience in Information Management, Law, Arts, Humanities or Social Sciences or other relevant field.
- Experience of rights management in a cultural heritage collecting institution.

Eligibility

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

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

Notes

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

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

About the National Library of Australia

To Apply

Position Contact	Scott McKinnon, (02) 6262 1526
Agency Recruitment Site	https://nla.nga.net.au/

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Vacancy VN-0772498

National Library of Australia

Closing Date:Sunday 27 September 2026

Collaboration Trove Data & Platforms

Job Title	EL1 - Assistant Director, Business System Management and Reporting
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$121,755 - $141,555
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	Flexible
Office Arrangement Details	Flexibility may be negotiated with the successful candidate
Classification	Executive Level 1
Position Number	107129
Agency Website	

Job Description

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

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

Duties

The Library is seeking to fill a **ongoing Executive Level 1 Assistant Director, Business Management and Reporting** role in the Trove Data and Platforms Section of the Collaboration Branch.

In this role, you'll coordinate business planning and reporting activities, oversee partner usage reporting, maintain the Trove Dashboard, and manage requests for system enhancements and improvements. You'll work closely with stakeholders across the branch to ensure priorities are well managed and delivered in a timely manner, helping to deliver reliable services and high-quality outcomes.

As part of a small team, you will support both internal and external users, including responding to enquiries about the Trove Dashboard, the Digitisation Management System, Rapido and the Reshare national resource sharing platform. You'll oversee support and incident management processes using JIRA, coordinate user acceptance testing, and ensure requests are prioritised and managed effectively.

A key part of the role is managing relationships with technology vendors and service providers. As the primary contact for key contracts, you'll work with suppliers and stakeholders to resolve issues, identify opportunities for improvement and ensure services continue to meet business needs.

You will be a strong communicator who provides leadership and support to your team through coaching, performance management, professional development and change leadership. Building strong relationships, fostering collaboration and creating a positive team culture will be central to your success. This is a diverse and rewarding opportunity for someone who enjoys leading people, improving services, solving problems and delivering practical business outcomes. If you're looking for a role where you can make a meaningful impact while working with a broad range of stakeholders and systems, we'd love to hear from you.

To succeed in this role, you'll bring:

- Strong organisational skills, with the ability to manage competing priorities, coordinate multiple activities and deliver high-quality outcomes.
- The ability to build and maintain productive relationships with a diverse range of stakeholders, including business teams, external partners and technology vendors.
- Strong leadership skills and experience leading, coaching and developing teams in a collaborative and customer-focused environment.
- Experience managing vendor relationships, contracts or SaaS products would be highly regarded.

Eligibility

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

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

Notes

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

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

About the National Library of Australia

To Apply

Position Contact	Pi Klinjun, (02) 6262 1335
Agency Recruitment Site	https://nla.nga.net.au/cp

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Vacancy VN-0772342

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Wednesday 16 September 2026

Corporate and Business Transformation
Perth Finance and Procurement

Job Title	Assistant Director - Finance and Procurement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$160,695 - $199,265
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Predominantly working in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	Executive Level 1
Position Number	13479
Agency Website	https://www.nopsema.gov.au/

Job Description

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

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural integrity, well integrity and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters and in coastal waters where regulatory powers and functions have been conferred.

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

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

Role:

NOPSEMA is recruiting an experienced **Assistant Director - Finance and Procurement** to join its Finance and Procurement Team, based in our Perth Office.

The Assistant Director - Finance and Procurement reports directly to the Chief Financial Officer and leads and manages NOPSEMA’s finance activities including management and financial reporting, budgeting and forecasting, procurement and finance audits.

Why work for NOPSEMA?

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

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

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

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

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

Further information:

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

Please note that the closing date for this position is **16 September 2026.**

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

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

Duties

Key Responsibilities:

In this role you will lead, develop and mentor a small finance and procurement team and be responsible for the management and governance of the day-to-day activities.

You will act as the lead point of contact for technical guidance and administer the governance of finance and procurement policies, processes and systems and drive continuous improvement.

What are we looking for?

We are seeking an experienced, hands-on Assistant Director with proven track-record in the following:

- Exceptional leadership skills and experience.
- Sound technical and analytical skills.
- Process improvement and fostering a continuous improvement culture.
- Fostering strong relationships with internal and external stakeholders, including a background of liaising with government and regulatory bodies.
- Implementing and maintaining efficient and robust financial processes and governance.
- Excellent written and verbal communication skills.
- Reliable team player, with the ability to take initiative to resolve issues and flexibility to manage priorities in a dynamic environment.

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

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

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

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

To Apply

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

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Vacancy VN-0772473

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Friday 18 September 2026

Corporate and Business Transformation
Perth Finance and Procurement

Job Title	Senior Procurement Adviser
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$118,330 - $132,939
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Predominantly working in the office however work from home may be permitted in accordance with NOPSEMA policy
Classification	APS Level 6
Position Number	13361
Agency Website	https://www.nopsema.gov.au/

Job Description

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

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) has an exciting opportunity for an experienced government or public sector procurement specialist to work in the Finance and Procurement Team as a **Senior Procurement Adviser** in our Perth office.

NOPSEMA is Australia's independent expert regulator for health and safety, structural integrity, well integrity and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters, and in coastal waters where regulatory powers and functions have been conferred.

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

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

Role:

Reporting to the Assistant Director – Finance and Procurement, the Senior Procurement Adviser plays a pivotal role in leading and delivering the purchasing and procurement and contract management function across the Agency.

About you:

To be successful in this role, you will bring experience in the following:

Procurement and Contract Management

Demonstrated substantial experience in managing end-to-end procurement and contract management activities within a public sector or similar environment, including managing complex or high-value procurements.

Procurement Frameworks and Governance Knowledge

Extensive knowledge of legislative procurement frameworks for the governance, performance and accountability of Commonwealth entities, including the *Public Governance, Performance and*

Accountability Act 2013 (PGPA Act) and Commonwealth Procurement Rules, and their practical application.

Stakeholder Engagement, Advisory and Communication Skills

Proven ability to provide specialist advice and influence stakeholders, including senior management, in a complex operating environment, supported by highly developed interpersonal, communication, negotiation and relationship-building skills.

Organisation, Analytical and Problem-Solving Skills

Highly developed organisational, analytical, problem-solving and research skills, including time management, prioritisation of competing tasks and deadlines, attention to detail, and the ability to achieve objectives with minimal supervision within a team environment.

Systems Experience

Demonstrated experience using finance ERP systems, electronic document and records management systems, and Microsoft Office applications, including Word and Excel, supported by relevant qualifications or substantial demonstrated experience in procurement, contract management, finance or a related discipline.

Why work for NOPSEMA?

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

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

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

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

If you are an experienced senior procurement specialist, 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

The work of the procurement and contract management function is broad and challenging. As a Senior Procurement Adviser, you will manage complex procurement activities and provide specialist advice and ensure compliant, efficient and value for money procurement outcomes.

You will also:

- contribute to complex procurement projects including ICT, high value and strategic assignments.
- co-ordinate tenders and requests for offer.
- oversee contract management function and manage the full contract life cycle.
- provide advice on compliance with Commonwealth Procurement Rules (CPRs) and the Agency’s procurement policies and procedures and the *Public Governance Performance and Accountability Act 2013* (PGPA Act).
- undertake detailed spend and comparative analysis of spend on goods and services and identify cost saving opportunities.
- develop, implement and continuously improve procurement policies, systems procedures and internal governance and assurance controls.
- contribute to the management of commercial, legislative and project risks arising out of

contract and commercial related issues.

- provide coaching, mentoring and capability development to employees on procurement processes and procedures.
- manage and oversee the AusTender contract process and reporting requirements.

Eligibility

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

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

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

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

This position is open to Australian citizens only.

Notes

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

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

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

To Apply

Position Contact	Senior Adviser - Human Resources and Safety, 08 6188 8853
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Vacancy VN-0772572

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Tuesday 06 October 2026

Regulatory Operations
Production Directorate Perth

Job Title	Executive Director - Production
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$334,703 - $334,703
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Predominantly working in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	Executive Level 2
Position Number	13487
Agency Website	https://www.nopsema.gov.au/

Job Description

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

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural integrity, well integrity and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters, and in coastal waters where regulatory powers and functions have been conferred.

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

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

Role:

NOPSEMA is seeking an experienced Executive Director to provide strategic leadership of regulatory activities across producing assets from within the Regulatory Operations Division. The role is responsible for leading a risk-based regulatory approach, identifying and responding to emerging industry risks, driving continuous improvement in regulatory practices and influencing regulatory outcomes across industry. The successful candidate will bring extensive leadership experience in a regulatory organisation and/or major hazard industry, supported by a strong understanding of operational risk management across the asset lifecycle.

To be successful in this role, you will bring extensive executive leadership experience in an objective-based regulatory organisation and/or regulated major hazard industry.

You must be able to demonstrate extensive experience in executive leadership, not limited to:

· major hazard risk management.

· regulatory decision making.

· offshore petroleum technical safety.

· operations associated with offshore petroleum facilities including FPSO's, MODUs, floating and fixed platforms, pipelines and subsea infrastructure.

· process safety and integrity of offshore energy facilities.

Why work for NOPSEMA?

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

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

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

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

If you are an experienced senior leader with significant leadership experience and proven track record in a regulatory environment and/or major hazard industry, 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

You will be responsible for leading and guiding ongoing regulatory operations across production facilities and managing oversight of specialist technical advice on production operations, process safety and marine operations to the agency, industry and other stakeholders.

As an experienced strategic senior leader, driving a risk-based approach in regulating production operation activities, you will provide oversight of the use of regulatory powers to result in fair, consistent and defendable regulatory outcomes and lead promotion, advice and influence on activities to titleholders and industry across all production topics including external representation and presentations. You will be responsible for identifying and responding to emerging and systemic industry risks and ensuring NOPSEMA regulatory activities remain focused on areas of greatest risk and regulatory value.

Working collaboratively with other Executive Directors, you will promote consistency in regulatory practice, decision making, capability development and the application of regulatory powers across exploration, development, production and decommissioning activities.

You will provide leadership of NOPSEMA’s safety regulatory discipline and work closely with the Deputy CEO – Regulatory Operations and other Executive Directors to support workforce capability, succession planning, organisational improvement and development of regulatory capability.

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.

You will be required to obtain and maintain a Maritime Security Identification Card (MSIC) clearance.

You must be able to pass and maintain Basic Offshore Safety Induction and Emergency Training (BOSIET).

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 requires the employee to be available to monitor, read and respond to contact from NOPSEMA or a third-party on a work-related matter outside of their ordinary hours of work.

Notes

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To Apply

Position Contact	Senior Adviser - Human Resources and Safety, (08) 6188 8853
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Vacancy VN-0772462

Sport Integrity Australia

Closing Date:Tuesday 22 September 2026

Job Title	Financial Operations and Travel Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$109,508 - $119,513
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	20061627
Agency Website	www.sportintegrity.gov.au

Job Description

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

The Financial Operations and Travel Manager is responsible for overseeing Sport Integrity Australia's (SIA) financial operations and travel functions and providing specialist advice on travel, financial administration and procurement matters. The role exercises judgement and initiative to manage operational risks, support business outcomes, maintain compliance and enhance the effectiveness of agency-wide financial and travel services. The position is responsible for delivering responsive, client-focused services and advice that support the effective operation of SIA's corporate functions.

- The successful applicant will demonstrate the APS6 capabilities described in the Australian Public Service Integrated Leadership System, including:providing specialist advice on financial operations, travel management and procurement matters
- interpreting and applying legislation, policies and procedures to complex situations
- identifying and managing operational risks and compliance obligations
- building productive stakeholder relationships and influencing positive outcomes
- exercising judgement, prioritising competing demands and delivering outcomes with limited direction
- driving continuous improvement and delivering high-quality client service

Duties

The successful candidate for this position will be able to demonstrate their capability against the Work Level Standards.

The selection criteria of this role include:

- demonstrated experience managing or overseeing financial operations functions, including accounts payable, accounts receivable, corporate credit card administration and related financial controls, while ensuring compliance with legislative and organisational requirements
- demonstrated experience providing high-quality domestic and international travel management services and advice, including coordinating or booking international travel, interpretating and applying travel policies, procedures and entitlements, and managing complex or sensitive travel matters
- demonstrated knowledge of Australian Government procurement frameworks and the ability to provide procurement and contract management support, interpret policy requirements and contribute to compliant procurement outcomes
- demonstrated ability to interpret and apply legislation, policies and procedures, identify operational risks and implement appropriate controls to support sound governance, compliance and accountability
- highly developed communication and stakeholder engagement skills, including the ability to build productive relationships, provide clear and accurate advice and influence positive outcomes with internal and external stakeholders
- demonstrated ability to manage competing priorities, exercise sound judgement, contribute to team capability and identify opportunities to improve systems, processes and service delivery

Eligibility
Notes

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

About the Sport Integrity Australia

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

To Apply

Position Contact	Paul Nemes, paul.nemes@sportintegrity.gov.au
Agency Recruitment Site	https://www.sportintegrity.gov.au/about-us/employment

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Vacancy VN-0772480

Taxation Ombudsman

Closing Date:Tuesday 22 September 2026

Reviews
Reviews Reviews

Job Title	Research and Policy Officer (APS6)
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Brisbane QLD, Hobart TAS
Salary	$105,247 - $127,508
Future Merit Locations	Sydney, Canberra, Melbourne, Adelaide, Brisbane, Hobart
Office Arrangement	Work From Home;Hybrid
Office Arrangement Details	Sydney-based staff attend the office a minimum of 2 days per week. Remote candidates work from home
Classification	APS Level 6
Position Number	4951
Agency Website	https://taxombudsman.gov.au/

Job Description

https://recruitment.taxombudsman.gov.au/

We are seeking a curious, motivated and outcomes-focused Research and Policy Officer to join our team. This is an opportunity to lead high-impact research and policy projects that contribute to improving the administration of Australia's tax and superannuation system.

The successful candidate will be a self-starter who enjoys identifying emerging trends, investigating complex issues, and delivering evidence-based recommendations for improvement. You will take the initiative, plan and drive research projects from early scoping, undertake research, manage stakeholder engagement and draft papers, overseeing them through to publication within agreed timeframes.

They will have demonstrated experience engaging with ministerial teams to support the Tax Ombudsman's engagement with ministerial officers and parliamentary committees through development of briefing documents, submissions and providing clear and evidence-based advice.

Working closely with the Tax Ombudsman and senior executives, government agencies and system stakeholders, they will play a key role in supporting the Tax Ombudsman's systemic review and research functions. This includes engaging with the Australian Taxation Office (ATO) to monitor and report on the implementation of agreed recommendations and helping ensure commitments to improve tax administration are delivered in a timely manner.

Duties

****Please note that this section 26 opportunity is only available to current Australian Public Service employees****

Key responsibilities

Research, policy and project management

- Identify emerging issues in tax and superannuation administration through research, stakeholder engagement and environmental scanning.
- Analyse complex information, data, legislation and stakeholder feedback to identify systemic issues, trends and opportunities for improvement.
- Design and manage research projects from inception through to publication, ensuring milestones, quality standards and deadlines are met.
- Develop evidence-based advice, discussion papers, submissions, briefs and recommendations for consideration by the Tax Ombudsman.

Ministerial and Parliamentary engagements

- Develop ministerial briefings on key issue of tax administration that may require legislative or policy consideration
- Develop evidence-based submissions to Parliamentary committee inquiries on tax administration and other related issues
- Support the Tax Ombudsman's engagement with, and advice to, the minister and other key parliamentary stakeholders.

Stakeholder engagement

- Build productive relationships with the ATO, Treasury and other stakeholders to gather information, test ideas and promote practical solutions.
- Liaise with the ATO regarding the implementation of Tax Ombudsman recommendations, monitor and report on progress against agreed commitments.
- Support discussions with the minister, government agencies and stakeholders to address emerging issues and improve tax administration practices.
- Represent the agency professionally in meetings, consultations and engagement activities.

Planning, monitoring and continuous improvement

- Plan, track and manage multiple projects and priorities, ensuring work is delivered to a high standard and within established timeframes.
- Monitor, evaluate and report on government and ATO implementation of recommendations arising from reviews and investigations.
- Maintain accurate records and contribute to the agency's governance, reporting and records management obligations.
- Contribute to systemic reviews and quality assurance activities across the agency.

Eligibility

What we are looking for

****Please note that this section 26 opportunity is only available to current Australian Public Service employees****

We are looking for someone who:

- Has a sound understanding of the Australian tax and superannuation system and its administration.
- Has demonstrated experience working in policy or ministerial teams, and/or engagement with parliamentary committees or its processes.
- Is naturally curious and enjoys investigating complex issues and identifying underlying causes and trends.
- Demonstrates initiative and is comfortable working independently with minimal supervision.
- Has proven experience planning and managing research projects from inception through to final publication.
- Can organise, prioritise and deliver multiple pieces of work within agreed timeframes.
- Has strong analytical and problem-solving skills, with the ability to synthesise complex information into clear insights and recommendations.
- Has excellent written communication skills and can produce high-quality written outputs.
- Builds effective relationships and can confidently engage with senior stakeholders across government.
- Is highly organised, detail-oriented and able to follow through on actions to achieve tangible outcomes.
- Contributes positively to a collaborative team environment while taking ownership of their own work.

Notes

Why you'll love working at the Tax Ombudsman

Meaningful work: At the Tax Ombudsman, we are a purpose-led organisation. You will have the chance to contribute to how we improve the fairness and transparency of Australia's tax system while supporting the rights of all taxpayers across Australia.

Small team, big impact: As a small agency, everyone in the team has an important role to play to contribute to the agency's purpose. You will be encouraged to apply your skills across a broad remit while also working in a supportive team environment.

Empowerment and innovation: We encourage our employees to take ownership of their roles and drive change, fostering a culture of innovation and progress.

Work-life balance: We offer hybrid working arrangements with flexible hours to ensure a balanced career and personal life. Approximately 40% of our workforce currently works remotely, supporting a flexible and inclusive work environment.

Career growth: This role offers the opportunity to take on new responsibilities as you develop your career in the Australian Public Service (APS). You will work in a small, impactful team, you'll build valuable skills for your future and will be supported by the agency head.

Notes

The Tax Ombudsman acknowledges the value of a diverse workforce and the wealth of perspectives, experiences, and ideas it brings. A culture of inclusion strengthens collaboration, drives innovation, and enhances decision-making, allowing us to better serve the diverse communities we represent. We encourage applications from people of all backgrounds, including but not limited to, individuals from Aboriginal and Torres Strait Islander communities, people with disabilities, those from culturally and linguistically diverse backgrounds, and individuals of all sexual orientations and gender identities. We are committed to providing reasonable adjustments to support applicants through the recruitment process where necessary.

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

About the Taxation Ombudsman

The Tax Ombudsman is an independent statutory office whose purpose is to improve the fairness and integrity of taxation and superannuation administration in Australia. In delivering against our purpose, our key activities are to: 1. investigate and help resolve complaints from taxpayers or tax practitioners on the administration of the ATO or TPB in a timely and efficient way 2. review and make recommendations on systemic issues relevant to improving tax administration 3. provide independent advice to the Government and Parliament on tax administration, and 4. raise awareness of the role of the agency and promote the integrity of the tax system. For further information about our office and our role, refer to the IGT website at https://recruitment.taxombudsman.gov.au/

To Apply

Position Contact	Duy Dam, Deputy Tax Ombudsman – Reviews, 02 8239 2108
Agency Recruitment Site	https://recruitment.taxombudsman.gov.au/

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Agriculture, Water and the Environment

Vacancy VN-0772415

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 27 September 2026

Exports & Veterinary Services
Residues & Food Residue Chemistry - Laboratory Performance Evaluation (RC-LPE) and Plant

Job Title	Senior Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$99,734 - $112,044
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2026/2550
Agency Website	https://www.agriculture.gov.au

Job Description

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

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

We make sure Australian exports meet international standards through inspections, audits and certifications. Our work helps expand trade by negotiating technical access for food and other products. We also manage quotas under trade agreements and represent Australia in setting global food standards.

We oversee the export regulation of dairy, fish, eggs, organic goods and other specialty products. Working closely with industry, governments and international partners, we ensure Australia’s exports meet high standards. We also manage the National Residue Survey and drive reforms to keep our export systems strong, trusted and future-ready.

Duties

This is where you play an important role.

This position is in the Residue Chemistry - Laboratory Performance Evaluation (RC-LPE) Section of the National Residue Survey (NRS). The NRS manages chemical residue and environmental contaminant risks across Australian animal and plant products by facilitating routine residue testing and proficiency testing. RC-LPE provides regular, objective assessments of contract laboratory competency through performance evaluations and proficiency testing, directly supporting the core safety, compliance, and quality assurance objectives of Australia's agricultural residue testing programs.

The duties will include, but are not limited to the following:

- Assist in conducting technical and chemical assessments of residue results for NRS Animal and Plant programs and provide advice on residue testing matters.
- Manage, updating, and analysing residue results, result trends and laboratory method data, within the RCLPE space, the NRS Information Management System (IMS), and associated Power BI models.
- Consult with NRS contract laboratories on day-to-day residue chemistry and laboratory performance matters, including participation in relevant meetings.
- Participate in audits of contract laboratories.
- Assist in the monitoring, evaluation and procurement of contract laboratories.
- Assist in and manage laboratory proficiency testing (PT) programs, including the planning, assessment of results, and preparation of PT reports.
- Prepare PT test samples and analytical standard solutions. Management of laboratory equipment calibration and records, such as analytical balances, pipettes, glassware, temperature loggers, etc.
- Liaise with laboratories regarding proficiency testing and NRS monitoring program results.
- Provide technical input into preparation reports and other publications including contract laboratory guidelines and the PT Handbook.
- Assist the RCLPE team in maintaining NATA accreditation as a PT provider.
- Provide technical support to the Director and Assistant directors of the RC-LPE team.

Eligibility

Who we are looking for

Knowledge and experience

Our ideal candidate will have:

- Experience in analytical chemistry or residue chemistry, preferably with recent experience in chemical laboratories that test for residues of pesticides, veterinary medicines and/or environmental contaminants in food or agricultural commodities.
- Experience working in a NATA (or international equivalent) accredited laboratory and/or a sound understanding of ISO accreditation requirements, particularly in relation to laboratory quality systems and PT providers.
- Experience with writing a range of documents including scientific reports and standard operating procedures, and with the use of databases.
- Knowledge of Australian agriculture systems and understanding of the regulation of pesticides and veterinary medicines and residue matters relating to the use of those chemicals.

Mandatory Qualifications

An appropriate degree, preferably in chemistry, from an Australian tertiary institution, or comparable overseas qualification.

Eligibility and other requirements

The successful candidate must:

- hold a current Apply First Aid Certificate or have the ability to obtain this qualification
- wear appropriate protective personal equipment clothing and comply with departmental Work Health & Safety policies and procedures
- note this position involves working in a laboratory with various agricultural matrices including animal products, including touching/processing various animal products including muscle, offal, milk, urine, lamb and pork
- note due to the nature of handling various animal products, especially urine, you will be required to undergo a pre-employment medical examination which will include Q-Fever tests and that Q-Fever immunisation will be required where immunity cannot be established.

This position is located in Canberra and involves work onsite at the NRS PT laboratory and the DAFF office, with the possibility of a flexible working arrangement including working from home where operational requirements allow.

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Dr Shovon Bhattacharjee, 0408 659 904
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0772537

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 23 September 2026

Digital Business
Digital Business FAS Office Program Management Office

Job Title	Director - Program Management Office
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$151,938 - $176,530
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 2
Position Number	2026/2547
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on the Digital Business Division and the departments' goal.

Digital Business Division are the custodians of the customer experience ensuring seamless, secure, and trusted interactions for agricultural trade and biosecurity. From permits, audits and certifications to declarations and compliance checks, our platforms and products are where industry and government connect. Our work is about more than technology. It's about trust. Our customers and staff trust that they can access simple reliable services that support them to undertake their role and compete in global markets. We are unifying and modernising our systems and seeking to build re-usable digital capabilities to give our customers a unified service experience; one place to get what they need from government, anytime, anywhere. By simplifying complexity, we enable industry to spend less time on paperwork and more time growing, producing and trading. Our purpose is to deliver digital and data services that make agricultural cross border trade and travel easier, safer, and stronger for Australia. Every member of our division, no matter our role or location, contributes to that mission.

Duties

This is where you play an important role.

The Director, Program Management Office (PMO) leads the division's program and project management capability, ensuring effective governance, assurance, reporting and delivery oversight across multiple complex digital transformation programs. The role provides strategic leadership of divisional governance arrangements, performance reporting, investment assurance, integrated scheduling, planning, risk and benefits realisation activities. Working closely with senior executives, program leaders and delivery teams, the Director ensures initiatives are aligned to departmental priorities, supported by fit-for-purpose governance and focused on delivering measurable outcomes for the department, industry and government. The role is responsible for driving consistent, disciplined and transparent governance practices, supporting executive decision-making and ensuring investment outcomes are realised.

The duties of the role may include some or all of the following:

- Lead strategic oversight and management of the division’s digital investments, ensuring alignment with departmental priorities, government expectations and intended business outcomes.
- Establish and continuously improve program and project management frameworks, methodologies, governance arrangements and reporting practices that support effective delivery across the division.
- Provide clear and timely advice to senior executives on program performance, progress against integrated schedules, delivery confidence, resource allocation, investment priorities, emerging risks and strategic opportunities.
- Drive effective governance, assurance and accountability across the division's programs and projects, ensuring compliance with departmental and whole-of-government governance and assurance requirements.
- Lead program-level prioritisation activities with business areas, ensure proper sequencing and dependency management activities occur across multiple product teams so that delivery roadmaps can be achieved.
- Oversee and guide assurance activities including gateway reviews, delivery confidence assessments, assurance reviews and executive responses to recommendations.
- Ensure robust management of risks, issues, dependencies and constraints that may impact delivery, investment performance or customer outcomes.
- Lead the development of high-quality executive reporting, performance insights and intelligence to support evidence-based decision-making.
- Drive benefits realisation practices across the programs, ensuring investments deliver measurable outcomes and value for the department and industry.
- Build organisational capability and maturity in program and project management through coaching, mentoring, professional development and continuous improvement initiatives.
- Lead and develop a high-performing multidisciplinary team that delivers trusted advice, high-quality services and strong outcomes for stakeholders.

Please note this initial vacancy is to fill a non-ongoing position until 30th June 2027.

Eligibility

Who we are looking for

We are seeking a highly experienced and influential leader with demonstrated success leading complex program, project management and enterprise governance functions within large public sector organisations. You will be recognised for your ability to provide trusted strategic advice, drive delivery performance and build the capability of your team. You will bring extensive experience in governance, assurance, risk management, integrated scheduling and benefits realisation, coupled with a commitment to delivery excellence and continuous improvement. You will thrive in complex and fast-paced environments, build productive relationships with senior leaders and stakeholders, and lead a high-performing team that delivers value and measurable outcomes.

Knowledge and experience

- Demonstrated experience leading complex program or project management functions in large and dynamic public sector organisations.
- Extensive experience establishing and operating enterprise governance, assurance, performance reporting and investment oversight frameworks.
- Significant experience in program and project management methodologies in the public sector, including a detailed understanding of the Digital Transformation Agency's Digital and ICT Investment Oversight Framework.
- Experience overseeing multiple concurrent programs, competing priorities and diverse stakeholder groups.
- Demonstrated experience leading organisational capability uplift, PMO maturity initiatives and continuous improvement activities.
- Strong understanding of public sector governance, resource management, accountability and decision-making processes.

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Peter Bignell, (02) 62723266
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0772451

Administrative Review Tribunal

Closing Date:Sunday 20 September 2026

Corporate Services Information Management

Job Title	APS5 Library Technician
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Onsite with possible WFH capacity
Classification	APS Level 5
Position Number	43546
Agency Website	https://www.art.gov.au/

Job Description

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

Are you passionate about information management, digitalisation or collection maintenance? This is an exciting opportunity to join our team in a specialised library environment.

We are seeking to engage an **APS5 Library Technician** in a full time non-ongoing role until 30 June 2027, with the possibility of extension.

This position within the Library Services Team is located at our Sydney Registry, primarily based onsite with some flexibility to work from home.

Remuneration: The annual salary range for the position is APS 5 is: $88,834 - $96,829 p.a. plus a generous employer superannuation contribution of 15.4%.

About the opportunity

The Library Technician supports the delivery of high-quality library and information services across the Tribunal's national library. Working under general direction, the role undertakes defined operational activities and library projects, maintains physical and digital collections, contributes to library systems and process improvements, and helps members and staff access information effectively.

About the Tribunal

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

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

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

What we offer:

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

- flexible working options, including flexi-time and remote working to support you with your commitments outside of work.
- salary packaging options.
- access to holistic health and wellbeing programs including Fitness Passport which provides discounted access to 350+ gyms, free annual influenza vaccinations and free eye tests.
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance.

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

Duties

- **Collection and resource maintenance**: Maintain physical and digital collections, including stocktaking, weeding, collection reorganisation, as well as data quality improvement activities within the Library Management System (LMS), library network drives and other collection management tools. Identify and escalate issues, support accurate access to library resources and contribute to the effective management of the Tribunal's library collections.
- **Service delivery**: Provide responsive frontline library and information services, including responding to information and reference enquiries, supporting research and current awareness activities, maintaining digital resources, and delivering accurate moderately complex advice and referrals in line with established procedures. Build and maintain positive relationships with library users and stakeholders through customer-focused service delivery.
- **Continuous improvement and projects**: Contribute to the continuous improvement of library services, systems and workflows by identifying practical process improvements, supporting implementation activities and contributing to projects that improve access to library and information resources. Project work can include reviewing, consolidating and reorganising physical collections in preparation for movement between locations.
- **Decision-making and judgement**: Exercise sound judgement to identify and address issues, risks and competing priorities. Make decisions on the prioritisation of client requests, operational tasks and resolution of routine service and resource access issues. Apply established library procedures and professional knowledge to determine appropriate solutions, escalating complex matters where required.

About you

The Tribunal's Library Services is undertaking a major transition of its physical and digital collections. The successful applicant will help reorganise the Sydney collection, assist with relocating and rehousing materials from Brisbane, update the library management system, improve record quality, and ensure digital resources are appropriately stored and remain accessible.

This role has physical requirements, including moving and reshelving library resources.

To be successful you will have:

- Experience maintaining physical and digital collections, using library management systems, and undertaking collection maintenance activities.
- The ability to contribute to operational projects and service improvements, including identifying practical system and process enhancements.
- A demonstrated capability using digital systems and technology platforms, including library management systems, SharePoint and Microsoft 365 applications.
- The ability to exercise sound judgement, assess risks, balance competing priorities, and apply library expertise to determine appropriate solutions and outcomes.

Eligibility

- Australian Citizenship

- Australian Federal Police Check
- Pre-employment checks

Essential:

- Diploma or degree recognised for Associate or Library Technician membership of ALIA

Notes

Contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au for assistance with accessing our website or with lodging your application

The use of AI in Recruitment

Please ensure you have read the Australian Public Service Commission **Principles for candidates use of AI in recruitment** and understand your obligations.

Merit Pool Acknowledgement

A merit pool may be created to fill similar vacancies within the next 18 months. Suitable candidates in this merit pool may be contacted for roles at the Tribunal, or the broader APS.

Our commitment to inclusion and diversity

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQIA+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

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

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

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: https://www.art.gov.au/.

To Apply

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

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Attorney-General’s

Vacancy VN-0772409

Attorney-General's Department

Closing Date:Thursday 17 September 2026

information
Capability Sustainment

Job Title	ICT Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$123,193 - $149,893
Future Merit Locations	Various locations - ACT, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	0269/26_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=931E6B63-5A8A-5D36-D876-ED4A3B696810

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

Duties

The Opportunity

Information Division is seeking an experienced ICT Project Manager to join the Delivery Management team. The Delivery Management section provides end-to-end project planning, delivery and governance oversight for the Attorney-General's Department's ICT portfolio, delivering strategic initiatives across software development, cyber security, cloud migration, and digital transformation. This role involves building strong relationships, facilitating effective communication, and ensuring stakeholder needs and expectations are effectively managed throughout the project lifecycle.

As an ICT Project Manager, you will:

- Develop and maintain project plans, schedules, budgets, RAID registers, benefits realisation plans, and other key project artefacts.
- Lead multidisciplinary teams comprising technical specialists, business stakeholders, vendors, and delivery partners to achieve project outcomes and milestones.
- Manage project risks, issues, assumptions, and dependencies, escalating matters where required.
- Ensure compliance with Australian Government policies and standards, including the Essential Eight, Information Security Manual (ISM), and Digital Experience Policy.
- Manage procurement activities, vendor performance, project budgets and financial forecasts.
- Prepare and present high-quality executive reports, briefings, committee papers, and presentations to governance forums and senior executives.
- Lead stakeholder engagement, operational handover, change management and knowledge transfer activities to support the successful adoption and sustainability of project outcomes.

Contribute to Centres of Excellence by sharing knowledge, promoting best practices, supporting capability uplift, and driving continuous improvement initiatives.

How you can help us make a difference

We're seeking a candidate that will bring fresh perspectives, diverse experience, and contribute to a culture of continuous improvement. The ideal candidate will drive best practices, adhere to design and architectural standards and work collaboratively with stakeholders to drive meaningful outcomes.

The ideal candidate should demonstrate the following experience and skills:

- Minimum five years' experience as an ICT Project Manager, with a proven track record of delivering technical projects end-to-end in the infrastructure and software development space.
- Demonstrated understanding of enterprise IT environments, with knowledge of system integration, architecture principles, cyber security, and modern technology delivery practices.
- Demonstrated ability to lead multidisciplinary teams of vendor and in-house resources, fostering collaboration and delivering outcomes within agreed milestones and timeframes.
- Strong organisational and stakeholder management skills, with the ability to manage multiple workstreams and competing priorities in a fast-paced environment.
- Strong experience in procurement, vendor management and contract management across Commonwealth government environments, with the ability to manage vendor performance to ensure value for money and successful delivery of contracted outcomes.
- Demonstrated experience in project financial management, including budget reporting, resource and budget forecasting, expenditure monitoring, and resource capacity planning.
- Experience using Azure DevOps, Microsoft Planner, and other project management and reporting tools to deliver outcomes using agile, waterfall, and hybrid project and delivery management methodologies. Relevant project management certifications.

Eligibility

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

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

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

Notes

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

If you have any questions regarding the recruitment process or require any reasonable adjustments, please speak contact HR Assist at hr.assist@ag.gov.au or 02 6141 6111 (option 2).

The department is committed to creating a diverse and inclusive working environment. We actively support and encourage people of all backgrounds; gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation to apply and aim to ensure that the recruitment and employee experience is as accessible and inclusive as possible.

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

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

About the Attorney-General's Department

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

To Apply

Position Contact	Ray Skinner, (02) 614 15436
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=931E6B63-5A8A-5D36-D876-ED4A3B

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Attorney-General’s

Vacancy VN-0772507

Australian Human Rights Commission

Closing Date:Monday 21 September 2026

Projects & Partnerships
International Engagement International Engagement

Job Title	Program Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Various locations - VIC VIC, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - WA WA, Various locations - NT NT, Various locations - SA SA, Various locations - TAS TAS
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid, Remote
Classification	Executive Level 1
Position Number	1166
Agency Website	

Job Description

https://ahrc.recruitmentplatform.com/details.html?jobId=416&jobTitle=Program%20Manager

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

The International Engagement Team advances human rights globally through strategic international partnerships. The team delivers human rights technical cooperation initiatives, generally supported by funding from the Department of Foreign Affairs and Trade.

We are looking for an experienced Program Manager to oversee the planning, implementation, monitoring, and evaluation of human rights international development programs. Working closely with internal and international stakeholders, you will ensure programs align with organisational objectives, meet grant requirements, and achieve sustainable outcomes.

This full-time / part time, ongoing / non ongoing position offers a competitive salary range of $121,755 - $133,986 per annum plus 15.4% superannuation.

We offer flexible, hybrid and remote work options.

Duties

What You'll Do:

- Lead the design, planning, and delivery of human rights international development programs in alignment with the Commission and team strategy.
- Collaborate with overseas partners, primarily from other NHRIs and government agencies, to develop work plans, budgets, and monitoring frameworks for program activities.
- Oversee program implementation, seeking ways to continually improve initiatives to better achieve program outcomes.
- Build and maintain relationships with partners, donors, other government agencies, overseas human rights actors, and development partners.
- Represent the organisation in external forums, meetings, and conferences.
- Ensure adherence to timelines, quality and compliance standards, and budget constraints.
- Identify risks and propose mitigation strategies to address program challenges.
- Supervise contractors, external program participants and staff.
- Deliver training and capacity-building initiatives for local partners.
- Promote a culture of collaboration, innovation, and continuous learning within the team.
- Identify and develop proposals for new future international projects.

Eligibility

What We're Looking For:

- Significant experience managing international development programs (essential).
- Experience working in Southeast Asia and /or the Pacific (essential) and experience working with the Department of Foreign Affairs and Trade (highly desirable).
- Strong knowledge of human rights, international diplomacy, Gender Equality, Disability and Social Inclusion, and sustainable development.
- Post graduate qualification in International Development, Human Rights Law, or related field (highly desirable).
- Excellent cross-cultural skills and familiarity with human rights and decolonisation discourses across Asia and the Pacific.
- Demonstrated understanding and practice of locally-led partnership strategies and approaches.
- Extensive knowledge and demonstrated expertise in program design, implementation, monitoring and evaluation in complex international, multi-stakeholder environments.

- Demonstrated ability to provide direction and supervision to others and develop initiatives and ideas that align with the International Engagement team objectives.
- Demonstrated relationship management skills which ensure partner/stakeholder interests (internal and external) are recognised and managed successfully.
- Excellent presentation, written and verbal communications skills, with an ability to communicate in plain English, and in culturally appropriate and accessible ways to diverse audiences.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in progressing human rights internationally and making a meaningful impact. If you’re ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: 5pm AEST 21 September 2026

Notes

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

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS). An Agency Head may waive the requirement for citizenship prior to engaging an individual where it is appropriate to do so.

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

Please note that this position may be filled on either an ongoing or non-ongoing basis. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of up to eighteen months with the possibility of extension up to a maximum period of two years in total. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be

used to fill future ongoing and non-ongoing vacancies in the Commission where the duties are of a similar nature.

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

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

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

For more Information

Information about the role and Commission practices may be sought from Joanna Mansfield

via joanna.mansfield@humanrights.gov.au

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

About the Australian Human Rights Commission

To Apply

Position Contact	Joanna Mansfield, joanna.mansfield@humanrights.gov.au
Agency Recruitment Site	https://ahrc.recruitmentplatform.com/details.html?jobId=416&jobTitle=Pro

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Attorney-General's

Vacancy VN-0772511

Australian Human Rights Commission

Closing Date:Tuesday 22 September 2026

Investigation and Conciliation Section
Investigation and Conciliation Section Investigation and Conciliation Section

Job Title	Complaint Information Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$79,125 - $86,246
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	1081 1082
Agency Website	

Job Description

https://ahrc.recruitmentplatform.com/details.html?jobId=417&jobTitle=Complaint%20Information%20Officer

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

We are looking for passionate individuals who are looking to make a meaningful impact to join our Investigation and Conciliation Service team.

In this entry level role, you will provide high quality and accessible information both over the phone and in writing to members of the public about federal human rights and discrimination law, workplace rights and responsibilities (including workplace sexual and sex based harassment and discrimination) and complaint pathways. You will help empower people and organisations to gain a better understanding of their human rights, how to prevent discrimination, and what they can do when an issue of discrimination or a breach of human rights arises.

This role involves providing information and services to individuals who may share sensitive or traumatic experiences. It is important that applicants understand the emotional nature of this work and are prepared to engage with respect, empathy and use a trauma informed approach.

This full-time / part time, ongoing / non ongoing positions offer a competitive salary range of $79,125 - $86,246 per annum plus 15.4% superannuation.

Please note that this role is Sydney based and requires at least two days in the office each week.

Duties

What You’ll Do:

- By telephone, in writing and in person, provide information to members of the public about federal human rights and discrimination law, workplace rights and responsibilities (including sexual and sex-based harassment and sex discrimination), the complaint process and pathways people can pursue.
- Provide information about the coverage of the Commission’s complaint jurisdiction and workplace jurisdiction under the Sex Discrimination Act 1984 (Cth) and refer enquirers to other agencies/regulatory schemes for advice or assistance and to legal and other support services, where appropriate.
- Analyse and respond to written enquiries and prepare clearly written emails and letters.
- Provide reasonable assistance to people to enable them to make a complaint where appropriate, including drafting statements.

- Working with your supervisor and experienced staff in the ICS, provide information sessions on the law and the complaint process and participate in community education events, as required.

Eligibility

What We’re Looking For:

- Experience in providing quality information to members of the public in a statutory, legal, or community setting is essential.
- Appropriate tertiary qualifications, formal training or equivalent or relevant community experience.
- Knowledge of human rights issues and federal human rights and anti-discrimination law, including workplace sexual and sex based harassment and discrimination, and complaint/regulatory procedures, or the ability to quickly acquire this knowledge.
- Ability to interpret and apply legislation effectively is important.
- Sound knowledge of referral pathways to other agencies/regulatory schemes and to other legal support services and the ability to make appropriate referrals.
- Sound analytical skills and the ability to draw on information from appropriate sources and use common sense to analyse what information is important.
- Good communication skills (both written and oral) and the ability to communicate with clients with respect, empathy, discretion and utilise a trauma informed approach.
- Ability to structure messages clearly and succinctly, both orally and in writing, and tailor communication style to the audience.
- Ability to manage a high volume workload.
- Excellent relationship skills and interpersonal skills.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you’re ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights in Australia. Join us in making a difference!

Applications close: 5pm AEDT 22 September 2026

Notes

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

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS). An Agency Head may waive the requirement for citizenship prior to engaging an individual where it is appropriate to do so.

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

Please note that this position may be filled on either an ongoing or non-ongoing basis. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of up to twelve months with the possibility of extension up to a maximum period of two years in total. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing and non-ongoing vacancies in the Commission where the duties are of a similar nature.

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

How to Apply

Please provide a resume and a one page statement outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

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

Please note that it is your responsibility to ensure that the details in your resume and written application are factually correct and a true representation of your own experiences, qualifications and capabilities. Where you choose to utilise AI tools to support your resume and written application, you should make sure that you have reviewed and personalised your application to reflect your genuine voice and capabilities.

For more Information

Information about the role and Commission practices may be sought from Jodie Ball,Deputy, Investigation and Conciliation Section via email jodie.ball@humanrights.gov.au

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

About the Australian Human Rights Commission

To Apply

Position Contact	Jodie Ball, jodie.ball@humanrights.gov.au
Agency Recruitment Site	https://ahrc.recruitmentplatform.com/details.html?jobId=417&jobTitle=Cor

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Attorney-General's

Vacancy VN-0772203

Federal Court of Australia

Closing Date:Monday 14 September 2026

Federal Court of Australia
Judicial Support

Job Title	Executive Assistant to Justice Longbottom
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$99,734 - $111,701
Future Merit Locations	Brisbane
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 6
Position Number	0602-08-26
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=8AFD5EE9-9938-7BA1-EB1E-ED4A030249B3

Position Overview

The Executive Assistant provides administrative, legal and general support to a judge of the Court. The Executive Assistant works as a part of a small team within chambers to support the judge in managing and progressing cases efficiently and effectively.

The Executive Assistant acts as the main point of contact in chambers and is responsible for the efficient administration of chambers, including correspondence, file and diary management. The Executive Assistant also provides legal support to the judge, including assisting the judge in relation to court work, with case management and with the production of orders and reasons.

Duties

Major Activities

Act as the main point of contact

- At the judge's discretion, be available outside normal work hours as necessary, for example, when the judge is rostered as a duty judge to hear urgent applications
- Act as the main point of contact in chambers for the Chief Justice, other judges, registrars, other court staff, legal representatives, parties, media and other court users
- Manage the judge's diary and keep track of the progress of their matters with a view to being able to appropriately communicate with others on their behalf

- Assist with the induction and training of new staff in chambers
- Demonstrate professionalism, tact and discretion, including the ability to appropriately handle confidential and sensitive information

Administration of chambers

- Manage emails, memoranda and other chambers correspondence, including producing well drafted correspondence
- Optimise and implement document management systems in chambers, including ensuring that all court files and other records are accurate and up to date
- Provide IT support, including preparing presentations, editing PDF documents and undertaking quick and accurate word processing from handwritten notes or from dictaphone recordings
- Organise and set up meetings, seminars, appointments and other commitments, including attending to all logistics and arranging official travel

Legal support

- Assist the judge with all aspects of their court work, as required, including organising and informing parties about listings, setting up for court and attending court to provide assistance during hearings
- Develop, maintain and optimise case management systems, including keeping track of matter progress and monitoring parties' compliance with court orders
- Prepare case summaries and progress briefs in relation to all current matters and newly allocated matters
- Assist with legal research, including through the use of electronic legal databases
- Assist with the production of orders and reasons, including quickly and accurately typing and proofreading drafts, checking cross-referencing and citations

Competencies & Attributes

To undertake this role the successful candidate must have:

- excellent interpersonal and communication skills
- the initiative to work autonomously and take responsibility for progressing work, whilst working collaboratively and harmoniously within the chamber's environment
- strong IT skills, including touch typing skills, the ability to use legal databases, Microsoft applications and Adobe, and the ability to quickly learn to use courtroom technology and the court's internal case management systems
- excellent organisation, prioritisation and time management skills
- well-developed problem-solving skills, including an ability to effectively multitask and work under time pressures
- attention to detail and accuracy
- the ability to effectively manage large volumes of information, including dealing appropriately with confidential and sensitive information
- the ability to provide legal support, including understanding case management principles and the jurisdiction and practice and procedure of the Court

Eligibility

Selection Criteria

- At least two years of experience in providing effective and efficient administrative support in a legal environment, including the initiative to work autonomously and well-developed organisation, prioritisation and time management skills.
- Excellent oral and written communication skills, including interpersonal skills, professionalism and an ability to appropriately handle confidential and sensitive information.
- A demonstrated ability to provide legal support, including research skills and an understanding of case management principles and the jurisdiction and practice and procedure of the Court.
- Excellent problem solving and analytical skills, including being able to demonstrate flexibility, innovation and sound judgement in decision making.
- Excellent attention to detail and accuracy, including proofreading skills.
- Strong IT skills, including touch typing skills, the ability to use legal databases, Microsoft applications and Adobe, and the ability to quickly learn to use courtroom technology and the court's internal case management systems.

Formal Qualifications

A legal qualification, or substantial progress towards completion of a legal qualification, would be an advantage but will not be necessary if the candidate is otherwise the best candidate.

Notes

Artificial Intelligence (AI) in recruitment

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

For more information, see: Principles for candidate use of AI in Recruitment

Eligibility

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

Australian citizenship – the successful applicant must hold Australian citizenship;

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

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

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

Diversity and Inclusion

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

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

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

How to Apply

To apply, please complete the application form on the Court's careers portal.

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

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

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

About the Federal Court of Australia

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

To Apply

Position Contact	Nazrana Noormahomed, 0447 471 039
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=8AFD5EE9-9938-7BA1-EB1E-ED4A0302

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Attorney-General's

Vacancy VN-0772277

Federal Court of Australia

Closing Date:Monday 14 September 2026

Federal Court of Australia
Judicial Support

Job Title	Executive Assistant to Chief Justice Mortimer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$99,734 - $111,701
Future Merit Locations	Melbourne
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 6
Position Number	0610-08-26
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=1BB41429-3BCF-B29D-AB23-ED38C9421405

Position Overview

The Executive Assistant provides high-level executive and administrative support to the Chief Justice of the Federal Court of Australia.

The Executive Assistant works as a part of a small team within chambers and is responsible for the efficient and effective organisation of the Chief Justice's commitments and responsibilities. The Executive Assistant is a contact point for external stakeholders.

Duties

Major Activities

- Provide high-level executive support to the Chief Justice in the administration of the Federal Court of Australia.
- Coordination of the Chief Justice's attendance at meetings, conferences and external events, including preparation of briefings, meeting agendas and speaking notes.
- Attend meetings with and on behalf of the Chief Justice to take notes and manage actions.
- Complex diary management, including liaising with external parties, judges and senior management.
- Extensive international and domestic travel arrangements for the Chief Justice and other chambers staff
- Support the Chief Justice with her work on judicial committees by preparing agendas, collating papers, and following up on action items.
- Assist in coordinating judicial projects, including research initiatives, policy reviews, and stakeholder consultations.
- Manage emails, memoranda and other chambers correspondence, including producing well drafted correspondence.
- Act as a point of contact in chambers for the Chief Justice, other judges, registrars, other court staff, legal representatives, parties and other court users.
- Demonstrate professionalism, tact and discretion, including the ability to appropriately handle confidential and sensitive information.
- When required, be available outside normal work hours and to travel interstate, generally to other registries of the Court.
- This position is one which will require the successful candidate to be present in chambers during the working day. There may be opportunities to work from home occasionally, but it is primarily an in-office position.

Competencies & Attributes

To undertake this role the successful candidate must have:

- excellent interpersonal and communication skills
- the initiative to work autonomously and take responsibility for progressing work, whilst working collaboratively and harmoniously within the chambers environment
- strong IT skills, Microsoft applications and Adobe, and the ability to quickly learn how to use the court's IT systems
- excellent organisation, prioritisation and time management skills
- well-developed problem-solving skills, including an ability to effectively multitask and work efficiently
- attention to detail and accuracy
- the ability to effectively manage large volumes of information, including dealing appropriately with confidential and sensitive information

Eligibility

Selection Criteria

1. Experience in providing effective and efficient administrative support in a legal environment, including the initiative to work autonomously and well-developed organisation, prioritisation and time management skills.
2. Excellent oral and written communication skills, including interpersonal skills, professionalism and an ability to appropriately handle confidential and sensitive information.

3. Understanding of case management principles and the jurisdiction, practice and procedure of the Court.
4. Excellent problem solving and analytical skills, including being able to demonstrate flexibility, innovation and sound judgement in decision-making.
5. Ability to work unsupervised and in a proactive way, anticipating what needs to be done.
6. Excellent attention to detail and accuracy, including proofreading skills.
7. Strong administrative skills, including Microsoft applications and Adobe, and the ability to quickly learn to use courtroom technology and the court's internal case management systems.
8. Previous experience working in a court environment an advantage.

Formal Qualifications

Formal qualifications are not a mandatory requirement. However, familiarity with working in a legal environment, and preferably in a court environment, is necessary.

Notes

Artificial Intelligence (AI) in recruitment

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

Principles for candidate use of AI in Recruitment

Diversity and Inclusion

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

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

How to apply

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

To be considered you will need to upload a concise expression of interest (2 page maximum) detailing how your experience and skills relate to the position description and selection criteria and attach a current resume.

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

About the Federal Court of Australia

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To Apply

Position Contact	Katrina Jobson, (03) 8638 6833
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=1BB41429-3BCF-B29D-AB23-ED38C942

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Attorney-General's

Vacancy VN-0772539

Federal Court of Australia

Closing Date:Wednesday 23 September 2026

Federal Court of Australia
Corporate Services People Data Assurance & Payroll

Job Title	Senior Payroll Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Melbourne VIC, Canberra ACT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements may be considered in line with operational requirements
Classification	APS Level 6
Position Number	0619-09-26
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=5B5DEB1B-E0F6-33C1-E3EC-ED4B6A75B9AC

Position Overview

The Senior Payroll Officer is responsible for the day-to-day administration of certain employees' entitlements including leave, salaries and allowances, superannuation, compensation, redundancy calculations, and salary packaging requirements. Working with the Court's outsourced payroll service provider (Aurion), the Senior Payroll Officer processes entitlements not calculated in the system or done by the service provider. The Senior Payroll Officer must also be able to run reports and interpret information in those reports. Additionally, the Senior Payroll Officer is responsible for the administration and payment of certain judges' entitlements.

The Senior Payroll Officer will deal with enquiries from judges and Court staff in relation to their entitlements and payments, as well as requests from management for information. The Senior Payroll Officer will also liaise with external agencies such as superannuation providers and the Australian Taxation Office in appropriate cases. The Senior Payroll Officer will also liaise with the Finance team and the People & Culture team in relation to the establishment and correct salary coding of positions in accordance with the Court's chart of accounts.

Duties

Major Activities

- Calculate and process certain payroll transactions including cessations, superannuation, salary packaging, redundancies and certain leave types for employees including reviewing the calculation of long service leave for part-time and casual employees.
- Contribute to the processing and reconciliation of the outsourced payroll for employees on a fortnightly basis and for judges on a monthly basis.
- Interpret and apply a range of legislation and internal policies relating to Public Service employment and judicial remuneration (in accordance with Remuneration Tribunal Determinations).
- Provide accurate advice and support to managers and employees on payroll-related matters and on the interpretation of entitlements.
- Be a super-user of the Human Resource Management Information System (Aurion) including liaising with external payroll provider on enhancement and error rectifications.
- Provide training and assistance to managers and employees in relation to their use of the self-service portal used by them to administer certain processes (i.e. cessations, higher duties, part-time work arrangements, etc).
- Develop, review, implement and document procedures relevant to payroll processes.
- Extract data and produce reports from Aurion for management including annual reporting requirements and Senate Estimates.
- Contribute to and coordinate payroll-related projects and continuous improvement initiatives, including system enhancements, implementation of legislative and policy changes, business process reviews, testing activities, stakeholder engagement, and the development of supporting documentation and training materials.

Eligibility

Competencies & Attributes

We are seeking a driven team player, who is motivated to lead and enjoys working in a rapidly evolving and forward-thinking environment. Our ideal candidate is a highly motivated self-starter who is able to work collaboratively with a range of stakeholders to maintain strong working relationships while providing advice and constructive feedback. You will be a fast learner, who can also use their current skill set to contribute to new ideas and improvements.

Formal Qualifications

Experience in the delivery of payroll services and human resource management services in a public sector environment is essential.

Experience with Aurion Human Resource Management Information System is desirable.

Selection Criteria

1. Demonstrated relevant experience in providing high-level accurate payroll advice and processing in a public sector environment.
2. Demonstrated experience in interpreting and applying legislation, guidelines, procedures and practices relevant to payroll services.
3. Demonstrated ability to build and maintain positive and productive working relationships with a variety of stakeholders, including senior staff.

4. Well-developed oral and written communication skills, including proven ability to communicate effectively with stakeholders at all levels
5. Demonstrated experience contributing to or supporting payroll, HRIS, or business improvement projects, including planning, stakeholder engagement, testing, implementation, and change management activities.

Notes

How to Apply

To apply, please complete the application form on the Court's careers portal.

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

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

Eligibility

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

1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the court of their employment;
3. Health clearance – the successful applicant may be required to complete a health declaration or attend a medical assessment to confirm their fitness for duty.

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

Artificial Intelligence (AI) in recruitment

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

For more information, see: Principles for candidate use of AI in Recruitment

Diversity and Inclusion

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

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

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

About the Federal Court of Australia

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

To Apply

Position Contact	Angel Wilson, (03) 8638 6870
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=5B5DEB1B-E0F6-33C1-E3EC-ED4B6A75

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Attorney-General's

Vacancy VN-0772372

Office of Parliamentary Counsel

Closing Date:Sunday 20 September 2026

Corporate Services Information and Data Management

Job Title	Senior Governance & Risk Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$100,036 - $114,915
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	5067
Agency Website	https://www.opc.gov.au

Job Description

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

This position is part of the Corporate Services group, supporting OPC's governance framework, including risk management, data and information management, performance oversight, protective security and organisational resilience. This is a senior team member position which will provide support across functions and work closely with senior staff.

Duties

(a) Provide leadership in governance, oversight and compliance with legislative and policy requirements.

(b) Provide secretariat support to internal committees and input into internal OPC reporting.

(c) Coordination of OPC's responses to whole-of-government reporting requirements.

(d) Monitor, review and maintain OPC's governance-related policies in accordance with the review cycle.

(e) Support OPC's information and records management, protective security, organisational resilience and risk management activities, including maintenance of OPC's enterprise level risk register.

(f) Other duties required to support the team.

Key capabilities

(a) Demonstrated commitment to delivering high-quality client service and fostering collaborative working relationships across the organisation.

(b) Highly developed organisational and prioritisation skills, with the ability to manage competing priorities, meet deadlines and deliver outcomes in a fast-paced and dynamic environment.

(c) Demonstrated experience in any of governance, risk management, assurance, compliance, or related disciplines within a complex organisational environment.

(d) Proven ability to produce accurate, high-quality work, with strong attention to detail and a focus on continuous improvement.

(e) Strong stakeholder engagement and relationship management skills, with the ability to build productive partnerships and support a cohesive approach to governance, risk and assurance.

(f) Well-developed interpersonal skills, including the ability to exercise sound judgement, adapt to changing priorities, and work effectively with minimal supervision.

(g) Highly developed written and verbal communication skills, including the ability to prepare clear briefs, reports, policies, procedures and governance documentation for diverse audiences.

The following job specific criteria are also highly desirable:

(a) Knowledge of, or experience working within governance frameworks, including one or more of risk management, protective security, fraud and corruption control, privacy, business continuity, records management, audit and assurance, or compliance functions.

(b) General knowledge of relevant Australian Government legislation, policies and frameworks, such as the Public Governance, Performance and Accountability Act 2013 (PGPA Act), Commonwealth Risk Management Policy, Protective Security Policy Framework (PSPF), and related governance obligations.

Eligibility

To be eligible for the role, you must:

· be an Australian Citizen;

· be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Negative Vetting Level 1 status.

Notes

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

About the Office of Parliamentary Counsel

The Office of Parliamentary Counsel (OPC) is a small Commonwealth government agency which provides clear, effective and accessible Commonwealth law for all Australians. We do this by drafting Bills for the Commonwealth government, and a significant proportion of Commonwealth legislative instruments. We also provide comprehensive, free access to Commonwealth legislation through the Federal Register of Legislation website, preparing compilations of Commonwealth legislation, and registering Commonwealth Acts and instruments on behalf of more than 70 agencies.

To Apply

Position Contact	Michael Amon, 02 6120 1354
Agency Recruitment Site	https://www.opc.gov.au/careers

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Attorney-General's

Vacancy VN-0772518

Office of Parliamentary Counsel

Closing Date:Wednesday 30 September 2026

Corporate Services

Job Title	Chief People Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$146,231 - $176,049
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	1262
Agency Website	https://www.opc.gov.au

Job Description

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

About the role

This role is responsible for leading OPC's people strategy and team to ensure the organisation attracts, develops, engages and retains a high-performing workforce capable of delivering our legislative and strategic objectives. It provides advice to the Senior Management Team on all aspects of strategic and operational human resource management.

Duties

Position duties

- Lead the People Team, and the delivery of comprehensive, contemporary and compliant human resource management practices, ensuring OPC meets its obligations under relevant legislation and APS-wide employment policies and frameworks.
- Support the executive to manage key people matters, including wellbeing, safety, engagement, capability, attraction and retention, ensuring opportunities are leveraged and risks managed.
- Oversee the implementation and maintenance of the suite of contemporary best practice operational policies and procedures that support service delivery and workforce strategy. Provide leadership to the People Team as its manager; and to the OPC in maintaining a positive, collaborative, productive workplace culture.
- Provide advice on employment legislation and industrial relations matters, including leading enterprise bargaining and consultation processes, and managing complex workplace relations and conduct matters.

- Maintain and implement strategic workforce planning initiatives, including inclusion and diversity strategies, leadership and general capability development, and provide workforce insights and analytics to support decision-making.

Key capabilities

The ideal candidate will bring experience of leadership in human resources and a strategic focus, combined with an ability to successfully deliver agency wide programs. They will be an outstanding and contemporary team leader, in addition to being client focused, calm, flexible and resilient, bringing a solutions focus and service-orientation to their work.

Your capabilities will include planning, prioritisation and people management, along with influential communication and a proven ability to manage a range of urgent priorities and complex matters. You will have experience of effectively working with relevant legislation, policy and procedures, and an ability to find and deliver innovative solutions within the people management function.

To be suitable for this role, you will have:

1. demonstrated experience in the development and implementation of workplace strategies and provision of high level advice on human resources matters;
2. the ability to lead and nurture the People Team as a high-performing group;
3. demonstrated ability to identify issues and generate innovative and practical solutions;
4. excellent communication skills including the ability to influence and manage relationships with senior executives and a wide variety of internal and external stakeholders;
5. excellent writing skills including the ability to produce policies and document procedures;
6. contemporary understanding of relevant legislation and policies in a public sector environment;
7. proven track record of delivering programs and initiatives, particularly in the areas for which the position is responsible.

Eligibility

To be eligible for the role, you must:

- be an Australian Citizen;
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Negative Vetting 1 status.

Notes

How to apply

To apply for this position, please visit the careers page of our website to submit your application via our e-Recruit system. Your application should:

- provide a one-page statement (cover letter) (approx. 750 words) outlining how your skills, knowledge, and experience make you the right person for the role, including details of relevant achievements and examples that demonstrate your suitability;
- provide a current CV detailing recent employment history that is relevant to this position;

- provide the name and contact details of two referees as part of online application form. We may contact your nominated referees, and other people we think are appropriate. Please let us know if you want to us to advise you before we contact your nominated referees.

Contact

To discuss the position in more detail please contact Christopher Price on (02) 6120 1423 or Christopher.Price@opc.gov.au

Closing date

Applications close for this vacancy at 11.59pm on Wednesday, 30 September 2026.

About the Office of Parliamentary Counsel

The Office of Parliamentary Counsel (OPC) is a small Commonwealth government agency which provides clear, effective and accessible Commonwealth law for all Australians. We do this by drafting Bills for the Commonwealth government, and a significant proportion of Commonwealth legislative instruments. We also provide comprehensive, free access to Commonwealth legislation through the Federal Register of Legislation website, preparing compilations of Commonwealth legislation, and registering Commonwealth Acts and instruments on behalf of more than 70 agencies.

To Apply

Position Contact	Christopher Price, 02 6120 1423
Agency Recruitment Site	https://www.opc.gov.au/careers

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Defence

Vacancy VN-0772295

Department of Defence

Closing Date:Sunday 20 September 2026

NAVY
Chief of Navy

Job Title	Psychology Assistant
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	$89,841 - $96,829
Future Merit Locations	Nowra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 5
Position Number	NAVY/05024/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4268216D-D9D7-D31A-B724-ED3979CADB9F

Duties

The Role

As an APS 5 Psychology Assistant at HMAS Albatross, you will provide essential support to a busy psychology service through administrative, client-focused, and psychological support activities.

Key duties:

- Coordinate and perform practice management and administration duties, including client liaison, appointment scheduling, and records management.
- Administer, mark and record results of psychological and aptitude tests and arrange the preparation of test materials and venues.
- Collate and conduct research activities including data management to support and advise the Senior Psychologist.
- Demonstrate and apply an understanding of client confidentiality requirements in accordance with legislation, policies and procedures.
- Tailor communication style and approach to meet the requirements of ADF personnel in a service environment.
- Work collaboratively and operate as an effective team member of a small team.
- Assess clients needs to determine and provide appropriate services.
- Deliver basic psychoeducation presentations.

About our Team

The Navy Psychology Albatross section is located at HMAS Albatross, Australia's premier naval aviation hub in the stunning Shoalhaven region, offering a relaxed coastal lifestyle and rewarding career opportunities.

Our team consists of a Senior Psychologist, two APS 6 Psychologists and a Psychology Assistant. The team works together to achieve a high standard of psychology service provision, liaising regularly with command elements, health providers and other wellbeing stakeholders.

The section provides the full scope of Navy Psychology Services to the Navy Fleet Air Arm and the Garrison Shore Establishments in the Nowra area.

Our Ideal Candidate

We are looking for a highly motivated and experienced medical administrator. Experience in a psychology clinic or similar health environment is desirable, but not essential.

Key attributes:

- Ability to perform and achieve complex administrative tasks and activities under limited direction of the Senior Psychologist.
- A detail oriented and organised professional, with the ability to handle multiple tasks simultaneously.
- Ability to develop and maintain a strong understanding of relevant legislative and policy frameworks, and how they apply to Navy Psychology.
- An exceptional communicator who is comfortable engaging with a range of stakeholders.
- Willing to learn and deliver basic psychoeducation training presentations.
- An adaptable team player with a focus on building strong relationships.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This Occupation requires an assessment by a registered Psychologist as competent to undertake the required duties. This will be completed during the interview.

Notes

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

About the Department of Defence

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To Apply

Position Contact	Belinda Radnidge, 02 6155 9043
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4268216D-D9D7-D31A-B724-ED

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Defence

Vacancy VN-0772297

Department of Defence

Closing Date:Sunday 20 September 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Staff Officer to Director General, Explosive Ordnance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,733 - $112,431
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	JCG/05002/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A1D19CE5-01CC-C659-E7BB-ED3979CF2866

Duties

The Role

The Staff Officer to the Director General is a pivotal administrative role, tasked with ensuring efficient management of the Director General's office. This position involves handling complex scheduling, coordinating high-level meetings, and managing communications. The Staff Officer also prepares documents, oversees project progress, and ensures that all administrative tasks align with strategic objectives. Key responsibilities include acting as a liaison between the Director General and other Branches, managing data and information, and supporting the Director General in decision-making processes. This role is crucial for maintaining organisational effectiveness and enabling the Director General to focus on strategic leadership.

About our Team

Explosive Ordnance Branch (EOB) leads the management of Defences explosive ordnance (EO) and provides assurance that EO is being managed efficiently and effectively. This includes the delivery of EO services to the Australian Defence Force (ADF), including storage, distribution and governance. Furthermore, EOB manages the EO safety regime and provides EO weapon system proof, test and evaluation services to Defence.

Our Ideal Candidate

The ideal candidate is a highly organised and detail-oriented individual with exceptional administrative and interpersonal skills. They should possess a strong background in executive support, demonstrating a proven ability to manage complex calendars, coordinate high-level meetings, and handle sensitive communications with discretion. The candidate must be adept at multi-tasking and prioritising tasks in a fast-paced environment, ensuring that all administrative functions run smoothly and efficiently.

Excellent written and verbal communication skills are essential, as the Staff Officer will prepare documents, manage correspondence, and act as a liaison between the Director General and other Branches and stakeholders. They should be comfortable working with diverse teams and capable of fostering strong relationships across the Department to facilitate the flow of information and ensure alignment with strategic goals.

Proficiency in project management and a keen understanding of organisational dynamics are crucial. The candidate should be proactive, able to anticipate needs, and initiate appropriate actions to support the Director General's agenda. Experience with handling confidential information and making informed decisions under pressure is also vital. This role requires a high degree of professionalism, reliability, and a commitment to upholding the standards and values of the organisation.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Kristy Greenwood, 02 5108 9651
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A1D19CE5-01CC-C659-E7BB-EI

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Defence

Vacancy VN-0772313

Department of Defence

Closing Date:Sunday 20 September 2026

Defence People Group
Military Personnel Division

Job Title	Chief Data Scientist, Defence Force Recruiting
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	$144,430 - $173,359
Future Merit Locations	Fairbairn
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 2
Position Number	DPG/04851/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4D51046C-AF1B-10A0-BA69-ED39791F8A0B

Duties

The Role

The Chief Data Scientist (CDS) is a leadership role that supports the Chief Medical Officer (CMO) by providing subject matter expert advice to shape recruiting medical policy standards and procedures. The CDS works productively with relevant stakeholders to deliver on recruiting objectives outlined in the National Defence Strategy, Defence Workforce Strategy and the Integrated Investment Plan.

Duties include:

- Provide effective leadership, strategic direction and expert analytical judgement to fully actualise the medical recruiting aspects of the Defence Force Recruiting (DFR) mission.
- Provide a strategic, specialist and professional analysis on complex medical recruiting problems using expertise, professional judgement and initiative to identify and recommend alternative courses of action and opportunities for continuous improvement.
- Develop and maintain business domain knowledge in medical recruitment, leveraging analytical tools, state-of-the-art data science skills and awareness of globally emerging techniques to prioritise and solve complex problems.
- Provide quality advice to senior staff including preparation of briefing material, correspondence and reports on relevant policy, governance and performance initiatives for DFR CMO as directed.
- Understand and operate within legal and ethical use of data, interpreting and complying with legislation, Defence policy and regulatory frameworks including data management requirements.
- Manage, articulate and identify the risks associated with the use of medical in confidence and personally identifiable information including balancing security and privacy against the benefits of collecting and sharing data and recommend courses of action to DFR CMO.
- Establish and manage stakeholder relationships across Joint Health Command, DFR and the DFR contracted health provider in support of recruiting outcomes.
- Develop detailed knowledge of Defence’s mission and business objective to represent and advocate at conferences, seminars, briefings and meetings to support the Defence mission to technical and non-technical audiences.
- Shaping strategic priorities for CMO office senior leadership group by anticipating changes and monitoring progress to effectively deliver required outcomes as outlined in the CMO Strategic Plan.

About our Team

The Chief Data Scientist role at Defence Force Recruiting Headquarters works within the Directorate of Recruiting Health Services (DRHS) of Defence Force Recruiting and supports the strategic and operational direction of the DFR Chief Medical Officer.

The CMO team is comprised of Australian Defence Force (ADF), Australian Public Service (APS) and Contracted Professionals. The CDS role provides critical support to ADF recruitment and capability objectives by facilitating expert, timely health data analysis and advice to match the right candidate to the right role.

Our Ideal Candidate

The ideal candidate is a highly skilled data science professional who can work independently to deliver strategic insights and evidence-based recommendations that support Defence recruiting outcomes. They will combine strong analytical capability with sound judgement, influencing decision-making in a complex and sensitive environment.

You will demonstrate:

- Advanced data science and analytical expertise, with the ability to solve complex business problems and identify opportunities for improvement.
- Strong communication and stakeholder engagement skills, with the ability to provide trusted advice to senior leaders and diverse audiences.
- Sound judgement in managing sensitive information, data governance, privacy and risk.
- The ability to work autonomously, manage competing priorities and deliver high-quality outcomes.
- A commitment to innovation, continuous improvement and the ethical use of data to support organisational objectives.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Ms Neha Neha, 02 6215 4156
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4D51046C-AF1B-10A0-BA69-ED

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Defence

Vacancy VN-0772324

Department of Defence

Closing Date:Sunday 20 September 2026

Capability Acquisition and Sustainment Group
Commercial

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$99,733 - $112,431
Future Merit Locations	Brisbane, Canberra, Melbourne
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	CASG/05042/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BA25958A-8FBF-718C-73BD-ED49C58E7CDA

Duties

The Role

This is an exciting opportunity to work at the forefront of Defence's most advanced and strategically important capabilities, directly contributing to Australia's national security. Join a high-performing commercial team providing procurement, contracting and commercial expertise across major Defence programs.

As a Contracting Officer, you will work closely with stakeholders to deliver commercial outcomes, solve complex problems and support capability delivery. Responsibilities include developing commercial strategies, managing procurement and contracting activities, participating in tender

evaluations and negotiations, providing commercial advice and training, and supporting contract management. You will also build strong stakeholder relationships, contribute to high-profile Defence projects, and work within a collaborative team environment.

This role offers strategic influence, leadership opportunities and strong professional development in a dynamic Defence environment. Multiple opportunities are available in Brisbane, Canberra and Melbourne. A Merit List will be created and may be utilised if there are additional vacancies.

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

About our Team

Commercial Delivery Branch, within Commercial Division, provides strategic commercial leadership, advice and support across the Defence enterprise.

Our teams work on some of Defence’s largest, most complex and most important capability projects and programs, partnering with stakeholders to deliver innovative commercial solutions that enable Defence capability. From major acquisitions and sustainment programs to emerging technologies and strategic initiatives, our work has a direct impact on Defence outcomes.

Commercial Division offers unmatched diversity, scale and breadth of commercial work, providing opportunities to contribute to nationally significant projects while developing a broad and rewarding career. With a geographically dispersed workforce embedded across Australia, Commercial Division offers a unique opportunity to work alongside highly skilled professionals, lead high-impact initiatives and help shape Defence’s commercial landscape for the future. This is an exciting time to join a team that sits at the centre of delivering capability for Defence and making a meaningful contribution to Australia's security.

Our Ideal Candidate

We are seeking motivated professionals with experience in commercial, contracting and/or procurement who thrive in complex, fast-paced environments and enjoy working collaboratively to achieve meaningful outcomes. We welcome applicants with strong transferable skills and will provide support to further develop the commercial expertise required for success in the role.

The ideal candidate will be:

- A commercially minded problem solver with strong analytical skills and attention to detail.
- An effective communicator who can build trusted relationships and influence stakeholders.
- Adaptable and resilient, with the ability to respond to changing priorities and business needs.
- Professional, ethical and committed to delivering high-quality outcomes.
- Passionate about continuous learning and supporting the growth and development of others.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Lucy McCluggage, 02 5130 1162
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BA25958A-8FBF-718C-73BD-ED

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Defence

Vacancy VN-0772338

Department of Defence

Closing Date:Monday 21 September 2026

Defence Finance Group
Budgets & Financial Services

Job Title	Financial Operations Assistant Director
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Puckapunyal VIC
Salary	$124,393 - $140,315
Future Merit Locations	Edinburgh, Puckapunyal
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	DFG/05056/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=38D0259E-093F-7981-58D3-ED49C6481F30

Duties

The Role

Are you an experienced operational leader who thrives in a complex and fast-paced financial environment?

Defence Finance Group is seeking an EL 1 Financial Operations Assistant Director to provide strategic, technical and people leadership within a high-volume Accounts Payable function. Reporting to the Director, you will lead geographically dispersed teams across South Australia, Victoria and Queensland, ensuring the delivery of high-quality Accounts Payable services while driving continuous improvement, automation and a positive, high-performing culture.

You will provide expert financial advice, manage stakeholder relationships, and contribute to strategic planning and operational excellence. You will hold responsibility for either the Processing or Enquiries portfolio and lead operations at one Accounts Payable site (South Australia (Edinburgh) or Victoria (Puckapunyal)/ Queensland (Enoggera)).

Working closely with the other EL1 portfolio lead, you will support Accounts Payable outcomes across Defence and supported entities, including the Australian Submarine Agency (ASA), Australian Signals Directorate (ASD) and Australian Naval Nuclear Power Safety Regulator (ANNPSR).

Enquiries Portfolio

Key responsibilities include:

- Leading the resolution of supplier invoice and payment enquiries.
- Managing the Quality Assurance Framework.
- Producing operational and executive reporting.
- Managing e-Invoicing reporting, education and onboarding activities.
- Monitoring service performance and identifying improvement opportunities.
-

Processing Portfolio

Key responsibilities include:

- Leading high-volume invoice processing operations.
- Ensuring supplier payments are accurate and timely.
- Driving automation and continuous improvement initiatives.
- Resolving operational and system issues.
- Partnering with stakeholders to implement system enhancements and address processing incidents.

Across both portfolios, you will champion a One Accounts Payable culture, support organisational change, manage key stakeholder relationships, and develop workforce capability through coaching, mentoring and knowledge sharing.

About our Team

Accounts Payable is a critical function within the finance department responsible for managing Defence invoices. The team plays a vital role in ensuring supplier invoices are processed accurately and paid on time, while ensuring adherence to government policies, contract terms and helping maintain strong supplier relationships.

We provide a working environment that offers a diverse range of work, flexibility to be innovative, work with talented colleagues, and be guided and supported to ensure you always have everything needed to succeed.

Specific advantages include:

- The flexibility to work in a range of locations across Australia.
- A career pathway with comprehensive professionalisation and skilling programs to support your development.
- Opportunities to work with visionary and experienced Financial processing specialists.
- The opportunity may arise to travel to other sites.
- Ability to work within a bandwidth of 0700 and 1900 to meet business outcomes.

Our Ideal Candidate

Our Ideal candidate for Financial Systems and Operations will:

- Have significant experience leading finance operations in a complex, customer-focused environment.
- Effectively manage teams, resources, priorities and business outcomes.
- Demonstrate strategic thinking, identifying risks, opportunities and improvement initiatives.
- Build strong relationships and collaborate effectively with internal and external stakeholders.
- Analyse complex issues and implement practical, business-focused solutions.
- Deliver high-quality outcomes within agreed timeframes and standards.
- Foster team capability through mentoring, coaching and professional development.
- Demonstrate integrity, accountability and sound judgement.
- Possess a strong understanding of Accounts Payable operations and the Australian Government financial environment.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Michele Woollard, 08 7374 3746
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=38D0259E-093F-7981-58D3-ED4

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Defence

Vacancy VN-0772373

Department of Defence

Closing Date:Sunday 20 September 2026

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Contract Management Director
Job Type	Full-Time, Ongoing
Location	Darwin NT, Cairns QLD, Henderson WA, Sydney NSW
Salary	$144,430 - $173,359
Future Merit Locations	Cairns, Darwin, Henderson, Sydney
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 2
Position Number	NSSG/05100/26
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=3E293901-79BC-BD57-44EC-ED4A008A9340*

Duties

The Role

The EL 2 Contract Management Director is accountable to perform and achieve very complex strategic contract management activities within an integrated workforce. They will require extensive knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policies requirements.

Exercising a significant degree of independence the position influences and develops strategies, priorities and operational practices in support of Maritime Sustainment Division objectives. They will provide strategic contract management advice to senior management and stakeholders, whilst leading highly complex work programs with strategic or operational significance.

The EL 2 Contract Management Director requires deep expertise in contract management and relationship management, contracting systems and management procedures, with the ability to translate operational knowledge into strategic outcomes. The EL 2 Contract Management Director provides specialist, professional and technical advice across multiple function areas and maintains high-level relationships with internal and external stakeholders.

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

About our Team

Maritime Sustainment Division (MSD) operates within the Naval Shipbuilding and Sustainment Group delivering in-service support to Navy and Army along with delivering new capability to Government. MSD has undergone a transformational change to establish the Maritime Sustainment Model and ensure the organisation is able to respond to emerging demands and strategic priorities.

Procurement and Contract Management (PCM) is part of the Maritime Sustainment Strategy and Operations Branch within MSD. The PCM team supports all major procurement activities undertaken within MSD for the sustainment of maritime capability for Navy and other key stakeholders, as well as supporting complex contract management issues. The PCM team also manages a range of contracts in its own right, which will be the leadership focus for the Contract Management Director.

Defence is committed to recruiting the right people, in the right jobs, at the right time - whether it is creating, acquiring or delivering Defence capability. Our greatest asset is our people.

Our Ideal Candidate

As an EL 2 Contracting Director, the ideal candidate will demonstrate a strong suite of capabilities, with the following competencies viewed as essential for success in the role:

- Leadership and Supervision – manage and lead a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Commercial Delivery – Lead commercial activities throughout the procurement lifecycle, including designing and implementing innovative solutions, leading contract negotiations on complex commercial issues, and providing strategic direction on complex contract management issues.
- Persuasion and Influence – Communicate with impact within the PCM and MSD teams, more broadly across Defence, and with external stakeholders including Defence Industry. Negotiate effectively, and manage conflict constructively.
- Strategic Thinking – Apply a strategic mindset, develop and implement strategies, and consider long-term objectives and broader organisational outcomes.
- Planning and Organisation – Oversee all aspects of very complex commercial activities including finance, commercial, security, risk, schedule, human resources and industry relationships.

We are seeking high performing candidates who thrive on new challenges and enjoy working in a fast-paced, complex and delivery-focused environment. We promote an inclusive culture that echoes Defence values – service, courage, respect, integrity and excellence; and are committed to ensuring our people feel appreciated, participate fully, and have access to tailored professionalised pathways. We are flexible and agile in our approach to work, encourage our staff to have a healthy work life balance, and offer access to training and development opportunities and mentoring and coaching services.

Your application should address the above competencies. If you bring these strengths and possess a strong personal drive to support and enhance Australia’s maritime capability, we welcome your application

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum

requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Paul Heiskanen, 02 9537 7104
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3E293901-79BC-BD57-44EC-ED

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Defence

Vacancy VN-0772374

Department of Defence

Closing Date:Sunday 20 September 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Business Manager
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	$99,733 - $112,431
Future Merit Locations	Amberley
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	JCG/05090/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=75B04A4B-5AAC-3AE8-E83C-ED4A00C01108

Duties

The Role

Joint Logistics Unit – South Queensland (JLU - SQ) Business Manager (BM) is an integral part of the Executive Team, reporting directly to the Commanding Officer. This role will be varied and include workforce management, finance, business process management and providing advice and guidance to stakeholders.

In this role, you will lead a team of 14 professionals that provide the business, compliance, stocktaking and environmental management for the unit. In providing support to the unit, you will be required to routinely travel to and visit all three major sites in the South Queensland region.

Some of the key duties of this role are:

- Overseeing and Managing recruitment as well as workforce planning.
- Managing the Unit budget, ensuring efficient allocation and utilisation of Commonwealth funds.
- Overseeing the Compliance, Stocktaking, Facilities and Work Health & Safety functions for the unit.
- Oversee and implement business processes, Standing Instructions and procedures.

Defence roles cover a diverse range of workplace environment requirements. These may include physical tasks or working in conditions that are not typical of an office environment. Candidates should consider these requirements when assessing their suitability for the role. For more information, please contact the nominated contact officer. Frequent travel - Vehicle

About our Team

The APS 6 Business Manager is the lead role of the Business Management Branch within Joint Logistics Unit South Queensland (JLU - SQ), located at RAAF Base Amberley. Other Joint Logistics Unit – South Queensland sites that you will be required to support (remote and in-person) include Damascus Barracks and Wallangarra Stores Depot. You will also be required to support other non-standard locations on an ad-hoc basis for major Operations, Activities and Investments that the unit is required to support.

Our team of specialists are responsible for supporting the administration, information, knowledge management, compliance, stocktaking, Security, Work Health & Safety, equipment, finance and facilities management on behalf of the Business Manager. In order to deliver the breadth of outcomes the BM has seven direct reports and seven APS and ADF staff.

Our Ideal Candidate

Our Ideal Candidate is a motivated and energetic self-starter who has experience in leadership roles. You will be capable of managing a variety of concurrent tasks under competing time pressures, and are able to foster a cohesive and supportive work environment.

You will enjoy engaging with a diverse workforce that includes Australian Defence Force, Australian Public Service and industry partners, which is crucial to effective performance in this role. You will be an excellent communicator who can quickly disseminate information across the organisation. You will be able to apply your well-developed problem solving skills to find timely and effective solutions to complex tasks. You will have knowledge of Defence Policy’s to advise unit leadership on conditions of service for both Australian Defence Force and Australian Pubic Service.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Madison Jeffrey, 02 8222 9274
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=75B04A4B-5AAC-3AE8-E83C-EI

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Defence

Vacancy VN-0772386

Department of Defence

Closing Date:Sunday 20 September 2026

Air Force
Air Force Headquaters

Job Title	Officer in Charge Maintenance Licensing and Training
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$124,393 - $140,315
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	Executive Level 1
Position Number	AF/04059/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=41704658-2951-68D5-E303-ED32F6B23155

Duties

he Role

We are looking for a motivated aviation professional to lead a team of civilian and military personnel in the assessment and issue of Aircraft Maintenance Licences and assurance of Maintenance Training Organisations that instruct and assess Aircraft Maintenance Licence competencies.

Duties include:

- Issue Military Aircraft Maintenance Licences (MAMLs)
- Review and amend MAML policy documents including regulations, guidance and international recognition arrangements
- Maintain MAML application assessing tool
- Maintenance Training Organisational (MTO) approvals and changes IAW DASR 147
- Military Aircraft Type Rating approvals IAW DASR 66
- Oversight of ADF and Defence Industry approved MTOs (approx. 20 independent venues)
- Develop formal responses to queries related to DASR 66/147
- Develop and deliver DASR 66 & 147 training to ADF and Defence Industry organisations
- Compliance with and improvement of DASA quality management system

Defence roles cover a diverse range of workplace environment requirements. These may include physical tasks or working in conditions that are not typical of an office environment. Candidates should consider these requirements when assessing their suitability for the role. For more information, please contact the nominated contact officer.

Workplace environment requirements for this role include: Works in isolation from other staff (remote supervision), and Frequent travel - Aeroplane

About our Team

The Defence Aviation Safety Authority (DASA) is a leading military aviation safety authority contributing to capability focused safe aviation in the Australian Defence Force (ADF).

You would be making a difference to Defence Aviation and the Australian community as a whole – our shared purpose that could be yours.

The Directorate of Continuing Airworthiness (DCA) contributes to this purpose by providing assurance that ADF aircraft remain in a condition for safe operation throughout its operating life.

This includes:

- Prescribing safety policy & regulation
- Promoting Defence Aviation safety through education, training & dissemination of safety information
- Approving Defence Aviation organisations and their key products, as well as key management personnel
- Overseeing continuing airworthiness management, maintenance and maintenance training organisations.

DASA is a dynamic organisation with diversity part of our DNA. We have a passionate goal to enable and assure safe aviation outcomes for a robust and agile Defence aviation capability.

Our Ideal Candidate

DASA is looking for a technical professional who is able to lead a small team in the pursuit of practical aviation safety outcomes.

Our Ideal applicant will have:

- A detailed understanding of contemporary continuing airworthiness regulations.
- A good knowledge of aircraft maintenance licencing concepts and associated training.
- Experience with maintenance of complex aircraft.

- Experience working with quality management systems.
- The ability and willingness to work within an integrated and diverse workforce.
- An eye for detail with the ability to understand the relationship between regulation and aviation hazards.
- The skills to successfully lead a small team through a dynamic and exciting work environment, providing direction and leadership.
- The ability to work independently including the development of priorities based on organisational objectives.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Lieutenant Colonel Gary Lamont, 07 3903 6643
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=41704658-2951-68D5-E303-ED3

Defence

Vacancy VN-0772387

Department of Defence

Closing Date:Monday 21 September 2026

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Aircraft Technical Officer
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	$89,841 - $96,829
Future Merit Locations	Nowra
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 5
Position Number	CASG/05070/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C914B5DD-4062-30BB-07EE-ED4A01C32AEC

Duties

The Role

Calling all aircraft technicians, aircraft maintenance engineers and technical professionals! Do you want a job where you can actually make a difference and directly contribute to the safety and security of all Australians? In addition to rewarding employment, do you want job security, good remuneration, no shift work and a relaxed coastal lifestyle? This is the job for you!

Navy Aviation System Program Office (NASPO) is offering the opportunity to be part of a team that ensures both the mission readiness and airworthiness of the Royal Australian Navy's (RAN) MH-60R Seahawk Romeo helicopter fleet and the safety of its aviators and aircraft maintenance staff through the conduct and delivery of RAN MH-60R program technical support services.

Under direction of the team lead, you will use your technical domain knowledge and/or industry experience and provided on the job training and approved processes and data to deliver technical sustainment support services within required timeframes through:

- Assessment, prioritisation and actioning received technical information/requests.
- Communication of technical assessments and/or output documents to stakeholders.

The US Navy (USN) is a partner and significant contributor to RAN MH-60R technical services via Foreign Military Sales (FMS) agreement. Successful applicants will be required to work with USN counterparts in relation to USN technical information deliverables used in support of technical assessments and other required work outputs.

The current position available is for a MH-60R Airframes-Engines Technical Officer; however, suitable applicants from specialist fields better suited to other APS 5 Technical roles may be placed on a merit list and drawn upon if further APS 5 technical positions (not limited to airframes-engines) become available.

About our Team

The primary role of the Technical Engineering Services and Support Unit (TESSU), is the conduct of MH-60R Seahawk Romeo helicopter Military Type Certificate Holder (MTCH) functions and agreed MH-60R CAMO and MAO Technical Support Services.

You may also provide ad-hoc technical support to rotary wing design activities and flight trials.

The successful applicant will join a diverse team made up of APS, ADF, US Navy and contractors, all driven to ensure both the airworthiness and mission readiness of the RAN’s MH-60R Seahawk Romeo Helicopter fleet and the safety of its aviators and aircraft maintenance staff.

This position will suit an aircraft technician, aircraft maintenance engineer or a technician with a compatible technical trade background and a proven ability to perform and achieve moderately complex technical work both individually and as part of a team.

Our Ideal Candidate

- Performs moderately complex technical activities and tasks in line with agreed priorities and outcomes.

- Rapidly acquires and applies knowledge of moderately complex systems through formal, self-directed, and peer supported learning.
- Works effectively both independently and within teams, engaging constructively with customers and stakeholders to achieve outcomes.
- Applies experience operating under the Defence Aviation Safety Regulations (DASRs) or comparable domestic or international civilian or military regulated technical frameworks.
- Professional, self-motivated, with good written and verbal communication skills.
- Competent with MS Office suite and Defence IT systems.
- Supports a positive workplace culture and encourages diversity of thought.
- Applies relevant aviation/Defence technical knowledge effectively, or rapidly develops and utilises it when required.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 5 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

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To Apply

Position Contact	Nyree Cornelius, 02 4449 4579
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C914B5DD-4062-30BB-07EE-ED

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Defence

Vacancy VN-0772401

Department of Defence

Closing Date:Thursday 24 September 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Logistics Warehouse Manager
Job Type	Full-Time, Ongoing
Location	Graytown VIC
Salary	$72,275 - $79,635
Future Merit Locations	Graytown
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 3
Position Number	JCG/04680/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5E637760-E11B-5C3B-375D-ED4A044764A7

Duties

The Role

The main function of the Weapons Technician is to conduct activities in support of test and evaluation activities including setup and firing weapon systems and munitions. Your duties may include:

- Perform straightforward armaments technical activities and associated tasks working to agreed priorities and outcomes.
- Understand and contribute to the development of technical documentation for review.
- Build and sustain positive relationships with team members and actively participate in team work and group activities.
- Work collaboratively and operate as an effective team member.
- Perform day-to-day tasks of Range Services, including maintenance of equipment and facilities.
- Conduct the preparation and refurbishment of the equipment, ammunition and test sites for firing.
- Conduct non-technical training.
- Conduct operator maintenance.
- Support driving tasks within Range Services, including the operation and cleaning of Range Services vehicles used during any task conducted.

About our Team

Joint Proof & Experimental Unit (JPEU) is a pivotal component of the Explosive Ordnance Branch within Joint Logistics Command. At JPEU, we contribute towards advancing the capabilities of the Australian Defence Organisation through meticulous test and evaluation services. Our work encompasses both dynamic and static evaluations as well as environmental testing.

Our operations extend through two main ranges: Proof and Experimental Establishment (P&EE) at Graytown VIC, and Port Wakefield SA. The Graytown team conducts testing and evaluation of various calibre munitions and other explosive ordnances, playing a crucial role in capturing and providing performance data essential for Defence strategies.

The Range Services Team ensures the availability of necessary resources to conduct testing across various activities. This includes static weapon mounted munitions tests, mobile weapon platforms evaluations, and ballistic protection trials.

Our Ideal Candidate

Our ideal candidate is a proactive, adaptable, and safety-focused professional who enjoys working in a hands-on operational environment. You will possess strong organisational skills, initiative, and the ability to manage competing priorities while supporting weapons test and evaluation activities.

You are an effective communicator who builds positive relationships with colleagues and stakeholders and works collaboratively as part of a high-performing team. You can confidently interpret and apply relevant legislation, policies, and procedures, and are committed to delivering quality outcomes.

The successful candidate will be flexible in responding to changing operational requirements and trial priorities. You will be comfortable undertaking a range of duties, including equipment and test site preparation, maintenance activities, vehicle operation, and the delivery of non-technical training. A willingness to mentor new personnel and contribute to continuous improvement will be highly regarded.

Most importantly, you bring a strong work ethic, attention to detail, and a commitment to achieving successful trial outcomes.

Eligibility

Security Clearance

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

Mandatory Qualifications

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 3 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Rebecca-Lee Kempton, 0357 363 044
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5E637760-E11B-5C3B-375D-ED

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Defence

Vacancy VN-0772407

Department of Defence

Closing Date:Wednesday 23 September 2026

Naval Shipbuilding and Sustainment Group
Major Surface Combatants

Job Title	Procurement Policy Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Outer Harbor SA
Salary	$124,393 - $140,315
Future Merit Locations	Canberra, Outer Harbor
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	Executive Level 1
Position Number	NSSG/04847/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CA4EC322-68A2-BABE-2B98-ED49C9D7492E

Duties

The Role

The Maritime Integrated Warfare Systems (MIWS) Branch is a very busy organisation which is never dull and no two days are the same. MIWS has an exciting role within the MIWS Commercial matrix team:

You could be working alongside industry, with the Combat Systems Integration, Integrated Project Team (CSI-IPT) or with the Enterprise Partnering Team (EPA), or one of our other exciting contracts. You will be responsible for engaging and providing Commonwealth support to the delivery of the procurement and contract management practices on behalf of MIWS or supporting Industry in their delivery of outcomes.

This may include the development of tasking statements and delivery activities; provision of advice to industry teams to influence and inform best practice; and guide contractible value for money outcomes for the Commonwealth.

About our Team

MIWS Branch under Major Surface Combatants and Combat Systems Division is an exciting and complex environment to work in, offering a rewarding career in one of the most dynamic organisations within NSSG. We work across both Acquisition and Sustainment environments to develop and deliver products into new shipbuilding programs and to provide update/upgrade products to the existing RAN fleet, giving staff exposure to a wide variety of high profile maritime projects.

Our Ideal Candidate

The The candidate will need to have experience in procurement management. They will have the ability to influence and guide team members and key stakeholders to deliver business outcomes for the contract. The candidate will be able to communicate strategic direction and organisational policy and processes to achieve required outcomes.

This includes the evaluation and provision of recommendations on procurement aspects to industry and the Commonwealth. The candidate will have clear and consistent communication, whilst managing and accurately completing work within timeframes.

Candidate will be required to:

- Ensure compliance with legislation, policies, processes and procedures.
- Apply procurement expertise to provide advice on Defence and government matters and reporting.
- Understand and apply Defence’s mission and business objectives as they relate to procurement.

The ideal candidate will have the following attributes and can demonstrate:

- Strong knowledge of complex procurement and contract management.
- Experience working on ASDEFCON contracts.
- Demonstrated superior analytical skills.
- Attention to detail.
- Strong organisational skills.
- Experience managing a team working on a range of activities.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	James Sammut, 02 3151 4589
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CA4EC322-68A2-BABE-2B98-ED

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Defence

Vacancy VN-0772408

Department of Defence

Closing Date:Sunday 20 September 2026

Air Force
Air Command Australia

Job Title	ACG Safety Manager
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	$144,430 - $173,359
Future Merit Locations	Williamtown
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 2
Position Number	AF/04320/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D28B4B6A-90E9-116D-A916-ED49C9AF474E

Duties

The Role

The Air Combat Group (ACG) - Safety Manager provides the critical workforce, aviation, and organisational safety oversight required to support Commander ACG in the delivery of safe and effective air power. The position leads the coordination, governance, and assurance of Work Health and Safety (WHS) and the Aviation Safety Management System (ASMS) across ACG, ensuring personnel, aircraft, infrastructure, and operational activities are managed within acceptable risk tolerances. By maintaining robust safety systems and promoting a proactive safety culture, the role directly contributes to aircraft availability, workforce readiness, mission assurance, and the sustained delivery of operational capability.

The position also ensures ACG meets Defence aviation safety obligations and complies with WHS legislation, Defence aviation safety policy, and applicable regulatory frameworks.

Through the oversight of hazard identification, risk management, safety investigations, and corrective action implementation, the Director Safety plays a key role in protecting ACG’s flying and ground operations, preserving airworthiness, enhancing operational preparedness, and driving continuous improvement across the Group. The role provides strategic safety leadership, ensuring lessons identified are translated into enduring improvements that strengthen both safety performance and operational effectiveness.

About our Team

The ACG Safety Manager leads a dedicated team of seven permanent and part-time Air Force personnel based within Headquarters Air Combat Group. As part of a headquarters workforce of approximately 150 personnel, the team delivers specialist safety advice, governance, and support to Air Combat Group's Formation Element Group, influencing safety outcomes across a workforce of more than 2,200 personnel.

Our Ideal Candidate

The ideal candidate will be a highly experienced safety professional with a strong background in Work Health and Safety (WHS), aviation safety, and safety management systems within a complex operational environment. They will demonstrate the ability to provide strategic safety advice to senior leaders, lead and develop a small team, and influence safety outcomes across a diverse and geographically dispersed organisation.

The successful applicant will possess excellent judgement, stakeholder engagement, and communication skills, with a proven ability to identify emerging risks, drive continuous improvement, and ensure compliance with Defence safety policies, regulatory requirements, and aviation safety obligations. They will be committed to fostering a positive safety culture that supports operational readiness, airworthiness, workforce wellbeing, and the effective delivery of air power.

Desirable Attributes and Experience

- Proven experience leading and developing safety teams, including managing performance, mentoring personnel, and fostering a strong safety culture.
- Extensive knowledge of WHS legislation, Safety policies, Aviation Safety Management Systems (ASMS), and risk management principles.
- Demonstrated ability to provide strategic safety advice to senior leaders on complex workforce, organisational, and aviation safety matters.
- Experience in hazard identification, risk assessment, safety investigations, and the implementation of corrective and preventative actions.

- Strong stakeholder engagement and communication skills, with the ability to influence outcomes across multiple levels of command and functional areas.
- Experience within aviation, or another high-risk operational environment where safety is critical to capability, readiness, and mission success.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Paul Egan, 02 4579 3180
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D28B4B6A-90E9-116D-A916-ED

Defence

Vacancy VN-0772412

Department of Defence

Closing Date:Monday 21 September 2026

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Strategic Support Officer
Job Type	Full-Time, Non-Ongoing
Location	Brindabella Business Park ACT, Melbourne VIC
Salary	$99,733 - $112,431
Future Merit Locations	Brindabella Business Park, Melbourne
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	CASG/04976/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E14A1751-93BB-6D50-7813-ED4A3C469969

Duties

The Role

The APS 6 Strategic Support Officer is a critical position within the Office of Head Joint Aviation Systems Division (JASD), supporting the timely delivery of Ministerial, Parliamentary, media and executive business to achieve divisional and broader Defence outcomes.

Working closely with the Strategic Engagements and Ministerial Affairs Manager and the Portfolio Capability Manager, the Strategic Support Officer will contribute to the coordination and delivery of high-priority business, ensuring accurate, timely and effective support to senior leadership while advancing JASD and Defence priorities.

This position can be undertaken in either Canberra or Melbourne with Melbourne being the preference.

This role is being offered on a non-ongoing basis to backfill a maternity leave vacancy for a period of up to 20 months.

About our Team

Joint Aviation Systems Division partners with Defence Industry to acquire and sustain helicopters, uncrewed aircraft systems and aircrew training systems for the Australian Defence Force. Located in Brindabella Business Park Canberra and Defence Plaza Melbourne, the Office of Head Joint Aviation Systems is responsible for supporting the Division Head and effectively managing Divisional operations across a broad range of areas.

Our small, well-skilled and diverse team is dedicated to continuous improvement through innovation and leveraging our varied skills and experiences. Collectively we rely on each other's knowledge and strengths to achieve high quality outcomes, providing a great environment to expand your skill set.

Our Ideal Candidate

Our ideal candidate is a highly organised and proactive professional with strong coordination, communication and stakeholder engagement skills. They will be capable of managing competing priorities in a fast-paced environment, exercising sound judgement and initiative to deliver high-quality outcomes.

The successful candidate will demonstrate excellent written and verbal communication skills, with the ability to prepare and quality assure complex briefing and executive materials that are clear, accurate and aligned with Divisional objectives. They will build and maintain productive stakeholder relationships, work effectively both independently and as part of a team, and contribute to continuous improvement and team capability.

Experience in, or the ability to quickly develop knowledge of, Ministerial, Parliamentary, Cabinet and media processes, is desired but not essential.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Caillin Granter, 02 5109 5261
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E14A1751-93BB-6D50-7813-ED4

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Defence

Vacancy VN-0772413

Department of Defence

Closing Date:Wednesday 23 September 2026

Naval Shipbuilding and Sustainment Group
Major Surface Combatants

Job Title	Assistant Principal Maintenance Manager
Job Type	Full-Time, Ongoing
Location	Cairns QLD, Darwin NT, Henderson WA, Sydney NSW
Salary	$99,733 - $112,431
Future Merit Locations	Cairns, Darwin, Henderson, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 6
Position Number	NSSG/04502/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=978946BB-7092-2AD9-6ED7-ED4A3C574F34

Duties

The Role

Maritime Systems Division is seeking an APS 6 Assistant Principal Maintenance Manager (APMM) to join the Engineering Management Unit (EMU). Under the direction of the Principal Maintenance Manager, the APMM supports the management of the material state and maintenance requirements of assigned maritime capabilities.

The role contributes to corrective maintenance planning, maintenance baseline management, maintenance improvement and optimisation activities, defect and deficiency resolution, maintenance period planning, and project reviews. The APMM assists in the development of Maintenance Plans, Annual Work Lists and Five-Year Maintenance Work Lists, while identifying, assessing and reporting maintenance-related risks and recommending mitigation strategies.

You will work closely with Defence and industry stakeholders to ensure maintenance requirements accurately represent planning activities. Strong analytical, communication and organisational skills are required, with the ability to utilise maintenance management systems and Defence reporting tools to support informed decision-making, capability outcomes and continuous improvement. The incumbent will uphold APS and Defence Values.

Defence roles cover a diverse range of workplace environment requirements. These may include physical tasks or working in conditions that are not typical of an office environment. Candidates should consider these requirements when assessing their suitability for the role. For more information, please contact the nominated contact officer.

Works outdoors, Working at heights, Requirement to wear personal protective equipment (PPE), Confined spaces, Excessive Noise.

About our Team

Maritime Sustainment Division (MSD) operates within the Naval Shipbuilding and Sustainment Group delivering in-service support to Navy and Army along with delivering new capability to Government. The Engineering Management Unit (EMU) provides engineering, maintenance planning and technical support across the Asset Class Enterprise, working closely with System Program Offices, Navy, Army and industry partners.

Operating within a collaborative and geographically dispersed environment, the EMU supports complex maritime platforms through integrated engineering and sustainment activities. Our team delivers maintenance planning, assurance and technical governance functions that contribute directly to fleet availability and capability outcomes.

We value initiative, teamwork and continuous improvement, offering flexible working arrangements, professional development opportunities, mentoring and coaching. MSD promotes an inclusive workplace where people are empowered to contribute, innovate and grow while supporting outcomes that matter to Defence and the Nation.

Our Ideal Candidate

Our ideal candidate is a motivated technical professional with experience in maintenance planning, engineering support, asset management or maritime sustainment. They will demonstrate strong maintenance management and sustainment expertise, applying sound technical judgement to analyse maintenance requirements, assess risks and provide recommendations that support Defence capability outcomes.

The successful candidate will possess strong analytical, organisational and problem-solving skills, with the ability to manage competing priorities in a complex stakeholder environment.

They will contribute to the development, review and optimisation of Maintenance Plans, Annual Work Lists and Five-Year Maintenance Work Lists, using evidence-based analysis to support maintenance effectiveness, reliability improvement and informed decision-making.

They will demonstrate effective stakeholder engagement, communication and collaboration skills, preparing clear written advice and building productive relationships across Defence and industry.

They will apply relevant technical and governance frameworks while upholding APS and Defence Values with professionalism, integrity and accountability.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical discipline, or equivalent skills, knowledge and experience that would enable attainment of an AQF Level 6 qualification if required by the position.

Notes

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To Apply

Position Contact	Brett Legg, 08 9580 7184
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=978946BB-7092-2AD9-6ED7-ED

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Defence

Vacancy VN-0772417

Department of Defence

Closing Date:Monday 28 September 2026

Defence People Group
People Services and Wellbeing

Job Title	Human Resources Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$89,841 - $96,829
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 5
Position Number	DPG/05144/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=ABFACE24-23A6-10B0-3F25-ED4A3CD74CF7

Duties

The Role

- Support the Assistant Director in the recruitment process of SES officers and/or Executive Assistants, including the coordination, drafting and review of recruitment documentation, liaison with recruitment firms, the Australian Public Service Commission (APSC) and Defence portfolio stakeholders.
- Coordinate and manage correspondence, including monitoring a Group mailbox, preparing responses to enquires, processing a range of HR related forms, and maintaining records in accordance with Defence record keeping policies and practices.
- Support the management of SES matters, including appointments, promotions, transfers, and separations, and respond to related enquiries.

- Assist with SES position management and associated business administration activities, including drafting decision briefs, maintaining SES workforce information, and supporting SES capability, performance, talent management, and learning and development opportunities.
- Assist in providing HR support and advice to SES employees on conditions of employment and entitlements in accordance with relevant policies and legislations.
- Contribute to the preparation of reporting and briefing materials.

About our Team

The Directorate delivers a broad range of HR services that support the SES workforce throughout the employment lifecycle. We are a welcoming, supportive, collaborative and high performing team that works across a diverse range of HR activities, from recruitment and onboarding through to workforce management, learning and development, performance management, reporting and separations, as well as providing HR advice to the SES on conditions of employment and other related career matters.

The Directorate's work is varied, fast-paced and provides exposure to a wide range of HR functions, offering an excellent opportunity to develop HR knowledge and experience. Working with stakeholders from across Defence and the broader APS, the Directorate plays an important role in supporting the workforce that leads and delivers Defence's strategic priorities.

Our Ideal Candidate

The successful applicant will need to demonstrate:

- Experience in HR, recruitment, office administration, or a related field, or the ability to quickly acquire the relevant skills and knowledge.
- Strong organisational skills, with the ability to manage competing priorities, coordinate activities and achieve quality outcomes, often within tight deadlines.
- Well developed written communication skills, including the ability to draft correspondence, briefing material and other documentation.
- Excellent attention to detail and the ability to manage information accurately, including maintaining records in accordance with policies and procedures.
- Ability to build and maintain productive working relationships, communicate effectively with stakeholders, and work collaboratively as part of a team while also managing tasks independently.
- A customer focused approach, with a commitment to providing responsive and professional support.
- A flexible and adaptable approach to changing priorities, business needs and operational requirements.
- Sound judgement and discretion when handling sensitive and confidential information, with a strong understanding of privacy requirements and obligations.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Kelly Cording, 02 5108 6788
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ABFACE24-23A6-10B0-3F25-ED

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Defence

Vacancy VN-0772418

Department of Defence

Closing Date:Monday 21 September 2026

Defence Digital Group
Architecture & Strategy

Job Title	Enterprise Infrastructure & Cloud Architect
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,393 - $140,315
Future Merit Locations	Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	DDG/04864/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BF63C606-F5A9-74B6-8F08-ED4A3CE8E80B

Duties

The Role

We are seeking two EL 1 Enterprise Architects to support the architecture design and uplift of Defence's evolving digital ecosystem. Located within the Enterprise Architecture Infrastructure and Cloud Platforms Directorate, this role is responsible for developing enterprise-level architectures spanning on-premises, hybrid and multi-cloud environments, with a focus on infrastructure and cloud hosting. You will work closely with stakeholders across the organisation to ensure end-to-end architectural coherence, strategic alignment, and informed investment decision-making.

The role provides architectural leadership across complex, large-scale environments, enabling secure, resilient, and high-performing technology outcomes that support Defence's operational and strategic needs. The position requires the ability to provide authoritative advice and produce high-quality written artefacts, such as architecture blueprints, strategy papers, options analyses, and executive decision briefs with a high degree of independence.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base

salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

Architecture and Strategy Branch provides strategic digital, technology and architectural advice, guidance, guardrails and governance spanning the Defence digital landscape supporting outcomes for Defence war-fighters, civilians, leadership, programs, projects and capability owners.

We understand, map and guide the evolution of Defence's digital technology ecosystem and proactively and continuously seek to improve the digital experience for all ADF members, APS employees and industry partners to meet the needs of the war-fighter while capitalising on best-in-class technologies and sovereign capabilities.

Our Ideal Candidate

Our successful candidate will need to have exceptional ability to communicate with a technical workforce, capability managers and project teams. You will exercise a considerable degree of independence, have proven leadership skills within a diverse and integrated workforce of ICT capability-focused professionals and will be accountable for the delivery of complex architecture outcomes.

Our ideal candidate will have:

- Demonstrated experience as an Enterprise Architect or Solution Architect within large-scale, complex ICT environments.
- Demonstrable experience developing enterprise-level architectures across infrastructure, hosting, on-premises, hybrid and public cloud environments.
- Exceptional executive stakeholder engagement, verbal and written communication skills, with the ability to translate complex technical issues into clear and actionable advice.
- Demonstrated experience producing enterprise architecture artefacts, architectural assessments including blueprints, technology roadmaps, architectural recommendations and strategic options analyses.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Michael Robens, 0418 833 721
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BF63C606-F5A9-74B6-8F08-ED4

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Defence

Vacancy VN-0772424

Department of Defence

Closing Date:Monday 21 September 2026

Defence Finance Group
Financial Performance & Management

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT
Salary	$124,393 - $140,315
Future Merit Locations	Adelaide, Canberra
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 1
Position Number	DFG/05089/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=EEEB5F05-FC46-ED25-DAE9-ED4A3DF3B630

Duties

The Role

The Capability Costing Branch (CCB) within Defence Finance Group (DFG) provides independent and contestable financial analysis and assurance to Government on Capability Submissions. We work with the Defence community to drive better practice and transform costing. We need people who are curious, adaptable and motivated by complex, real world problems rather than predictable routines. Your analysis will help inform Government decisions on major capability investments such as helicopters, ships, satellites and complex ICT systems.

This is not a role defined by monthly reporting cycles or predictability; instead, it rewards flexible thinking, intellectual curiosity and comfort with ambiguity. The pace can be fast and the thinking stretch based, but you will be well supported by an experienced, collaborative team with genuine access to senior Branch staff.You will be a part of a team of professionals delivering accurate, timely and high quality analysis and advice to project teams and senior leaders on capability submissions.

As an Assistant Director Capability Costing, you will play a pivotal role in Defence effectively delivering on key reform deliverables. You will be an emerging leader who is committed to helping

senior leaders and stakeholders deliver outcomes through your strategic advice and the provision of accurate, timely and high-quality financial information. You will have sound experience leading and developing a high-performing team, and have a naturally influential communication style.

You will be accountable to plan, lead and manage a team within a dynamic environment and be exposed to a range of Defence Capability projects, including key priority areas such as conventionally armed nuclear-powered submarines, precision long-range munitions, hardening Australia's northern bases, and asymmetric capability development.

Key responsibilities include:

- Providing accurate and timely costing analysis and advice on capability submissions (e.g. helicopters, ships, satellites and complex ICT systems).
- Engaging with stakeholders to gather and validate costing related inputs and assumptions.
- Preparing high-quality written and verbal advice for senior leaders and committees.
- Supporting continuous improvement initiatives within costing processes and systems.

Defence is committed to supporting workplace flexibility. Due to operational requirements, our Branch often works on a classified network, which means there will be times when full-time presence in the office is necessary. Where it does not conflict with these requirements, some working-from-home arrangements can be negotiated.

About our Team

The Capability Costing Branch (CCB) provides end-to-end costing support across the Defence enterprise throughout the Government approvals process. The Branch's primary responsibility is to conduct cost risk analysis of capability proposals and deliver informed advice to the Chief Finance Officer.

CCB also plays a key role in connecting and supporting the professional costing community by:

- Developing policy and technical solutions.
- Providing strategic and technical costing support and advice.
- Building a sustainable and skilled costing workforce.

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- Strong written and verbal communication skills, with an ability to influence across a range of stakeholders.
- Problem-solving abilities based on a questioning mind and an ability to think laterally.
- Ability to analyse and interpret complex information and provide advice.
- Ability to build and maintain relationships with a network of internal and external stakeholders.
- Develop and maintain a service mentality to assist our business colleagues in their role, responding to queries and assisting them as required.
- Improvement focus, strong results orientation, and seeks to add value through improving processes and systems.
- A background in Accounting, Finance, Economics, Project Management or STEM is highly valued.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Sofija Brown, 02 5108 5278
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=EEEB5F05-FC46-ED25-DAE9-EI

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

Defence

Vacancy VN-0772426

Department of Defence

Closing Date:Wednesday 23 September 2026

Security and Estate Group
Service Delivery Division

Job Title	Estate Management and Planning Manager - North Queensland
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	$99,733 - $112,431
Future Merit Locations	Townsville
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	SEG/04684/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C9E03E0A-10D6-F1DA-64B9-ED4A3E1FA15A

Duties

The Role

We are seeking dynamic, confident and solutions-focused individual to join our high-performing team as Estate Management & Planning Manager.

This role is an exciting opportunity to provide strategic oversight and leadership of the Defence estate. An Estate Management & Planning Manager works closely with Defence planners, infrastructure teams, industry partners, and local stakeholders to manage the built environment, land, and infrastructure assets that enable Defence capability.

Estate Management & Planning Managers are critical in ensuring Defence sites meet both current operational needs and future growth requirements. They support infrastructure delivery coordination, risk management, and provide project support helping shape investment and development across the Defence estate.

In this role, you will provide high-quality support to ensure the smooth coordination, design, and delivery of infrastructure works on the Defence estate. Working closely with internal teams and a wide network of industry partners, you will help drive collaboration, support project milestones, and positive outcomes for all stakeholders.

A key part of your role will involve building and maintaining strong professional relationships. You will engage confidently with internal and external organisations and industry partners, acting as a reliable point of contact and representing the organisation with professionalism.

The position is ideal for someone who thrives in a dynamic environment, enjoys working with diverse people and stakeholder groups, and brings a proactive, solutions-focused approach to their work. Your ability to communicate clearly, prioritise effectively, and support multiple projects simultaneously will be essential to your success.

About our Team

Northern and Central Zone is a branch of Service Delivery Division (SDD) within the Security and Estate Group. SDD is at the forefront of enhancing Defence capabilities and personnel readiness through innovative service delivery and support mechanisms. Our work directly contributes to the operational excellence and welfare of Australia's Defence force, offering unparalleled opportunities to make a meaningful impact. Northern and Central Zone is a critical business enabler of Defence capabilities, prioritising base resources and ensuring service delivery standards across the Defence Estate.

Northern and Central Zone manages the most significant and largest training areas and ranges in Australia, enabling substantial multinational and bilateral exercises such as Pitch Black and Talisman Sabre. We provide essential, on-the-ground services and support to Defence personnel at locations throughout Queensland.

Our Ideal Candidate

We are looking for a leader who is adaptable and solutions-oriented. You will be someone who can anticipate future challenges, work collaboratively across a wide range of stakeholders, and bring a strong customer service mindset to everything you do. Our ideal candidate is proactive in managing risks and safety, comfortable in an operational environment, and builds strong relationships.

This role requires a leader to influence and drive a culture of safety, accountability and service excellence.

We are looking for someone who:

- Demonstrated strong leadership capability with the ability to guide teams, influence stakeholders, and drive positive outcomes.
- Displays excellent communication and stakeholder engagement skills and the ability to build trusted relationships with Defence personnel, contractors, service providers, and community partners.
- Effectively contribute to team performance and professional development.
- Demonstrated ability to think critically and strategically, identify issues and drive continuous improvement activities.
- Confidently manage competing priorities while maintaining a focus on safety, security, and operational continuity.
- Understand the importance of customer service and delivering high-quality support to Defence.
- The ability to forward plan a workload and the agility to reprioritise at short notice.
- Resilient, adaptable, and comfortable working in fast-paced and complex operational environments.
- Confident managing risk and compliance in a large and complex estate environment.

In turn, we will provide you with the following:

- Performance-related salary progression.
- Up to 15% superannuation.
- Standard hours of 37.5 hours per week.
- Negotiated flexible work arrangements.
- Ongoing training and development.
- Annual leave of 20 days per year.
- Personal/carer’s leave of 15 days per year.
- An additional day of leave per calendar year in addition to regular leave.
- Christmas stand down (a paid break during the Christmas and New Year period in addition to standard leave).
- A range of Parental and Reservist leave.
- Several health, well-being, diversity and inclusion networks.
- Defence Employee Assistance Program provided by Converge International.

We are looking for an enthusiastic leader to join our team immediately. This role is ideal for an energetic and motivated person and operational leader who is focused on ongoing self-improvement and professional development. A Merit Pool of suitable candidates will also be created for future placement.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Gretchen Swain, 08 7971 1125
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C9E03E0A-10D6-F1DA-64B9-ED

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Defence

Vacancy VN-0772427

Department of Defence

Closing Date:Monday 21 September 2026

Defence People Group
Joint Health Command

Job Title	Health Records Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	$81,868 - $89,377
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 4
Position Number	DPG/05142/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9FAF1888-81CC-6597-B512-ED4A3E71BCD1

Duties

The Role

We have a unique opportunity for a Health Records Officer to join the Health Information Office (HIO). Joint Health Command is looking for a diligent individual to assist in the co-ordination of Health Information Requests. This person will have excellent communication skills and assist in the service delivery of health information to both members and third parties in accordance with relevant legislation, Defence policy and processes.

The Health Records Officer will be responsible for:

- Assisting with the group inbox including the co-ordination and prompt response to health information requests, subject matter expert advice to members, and allocation of work load within the team;
- Assisting in the development of Standard Operating Procedures (SOPs) and providing mentorship, training and advice when required to a contracted workforce in relation to health information requests;
- Ensuring relevant policies and processes are updated and followed in accordance with legislative requirements;
- Ensuring appropriate governance of health information within the HIO team, including quality assurance and release of health records;
- Other administration tasks within HIO as directed.

About our Team

Joint Health Command (JHC) contributes to operational capability of the Australian Defence Force through delivery of reliable, resilient, affordable and best practice health services.

The Health Information Office (HIO) supports these activities by enabling data driven decision making at all levels of the organisation through report development and insight generation, utilising data from the Defence-electronic Health System and other linked sources.

The HIO is responsible for health data stewardship including applying legislative frameworks and best practice standards relating to data collection, storage, use and security; and governance of the health information domain including the systems for collecting storing, and managing data; and data quality and assurance.

HIO health records team operate in a fast-paced environment with responsibility to assess, triage and action requests for health information and records from Defence members and from third parties under legal authority.

Our Ideal Candidate

The Ideal Candidate will be highly motivated, have high levels of administration and organisational abilities as well as a keen eye for attention to detail. The candidate will be required to work collaboratively as part of a small team and independently with excellent communication skills. They should be adaptable, flexible and comfortable dealing with change within the workspace.

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

- High levels of administrative and organisational skills;
- Strong ICT literacy and previous experience dealing with a records management database and/or electronic health systems.
- Strong time management skills, sound judgment, problem solving skills and initiative;
- Well-developed oral and written communication skills with the ability to provide accurate advice to stakeholders regarding moderately complex health information related issues.
- Ability to work independently and as part of a small, high performing team;
- Ability to handle sensitive health information in accordance with government legislative requirements; and
- Demonstrated experience in handling requests made pursuant to legislative instruments such as the Freedom of Information Act, Privacy Act and Work Health and Safety Act.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Kristine Hovell, 02 6266 3527
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9FAF1888-81CC-6597-B512-ED4

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Defence

Vacancy VN-0772433

Department of Defence

Closing Date:Wednesday 23 September 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Test Engineer
Job Type	Full-Time, Ongoing
Location	Port Wakefield SA
Salary	$99,733 - $112,431
Future Merit Locations	Port Wakefield
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	JCG/05133/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=F390350C-0ABC-B3B3-0B67-ED4A3EFFC405

Duties

The Role

Join the Joint Proof and Experimental Unit (JPEU) as a Test Engineer and play a key role in supporting the safe, effective, and technically superior testing and evaluation of weapon systems, equipment, and facilities. Working under general professional guidance, you will provide expert engineering advice, undertake complex engineering tasks, and support Technical Officers and other technical staff.

You will develop and manage configuration systems for weapon systems and test equipment, review and enhance engineering designs, and contribute to test and evaluation activities that support Defence capability outcomes.

Key responsibilities include reviewing technical documentation, investigating engineering issues, developing and improving test procedures, assessing test results, and providing design and engineering recommendations within approved delegations. You will also advise on engineering policy, safety standards, facilities, technical drawings, and explosive hazard classifications.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base

salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

Upon engagement the preferred candidate can commence on a baseline clearance and will be required to hold and maintain an NV1 clearance thereafter.

About our Team

JPEU is an integral part of Explosive Ordnance Branch, Joint Logistics Command and is tasked to provide dynamic, static and environmental test and evaluation services to the Australian Defence Organisation. JPEU consists of a Headquarters which is spread across VIC, SA and ACT, as well as two ranges at P&EE Graytown VIC, and P&EE Port Wakefield SA. Employment at Port Wakefield includes a Special Defence Locality allowance, $309.85 respectively per fortnight.

Our Ideal Candidate

The ideal candidate is a qualified and highly motivated engineer with experience in test and evaluation, systems engineering, or complex technical environments. They possess strong analytical and problem-solving skills, with the ability to review engineering designs, interpret technical drawings, assess test results, and develop practical solutions.

A sound understanding of configuration management, safety standards, engineering governance, and risk management is essential. The successful applicant will demonstrate excellent communication skills, enabling them to provide clear technical advice to stakeholders, customers, and team members. They are detail-oriented, safety-focused, adaptable, and capable of working independently while collaborating effectively within multidisciplinary engineering teams.

The right person for this role will show the flexibility to respond to the changing context and shifting priorities of JPEU, to achieve business outcomes. In this role, the individual will provide support to a geographically dispersed team.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Jessica Barker-Heyman, 08 8860 9248
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F390350C-0ABC-B3B3-0B67-ED

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Defence

Vacancy VN-0772454

Department of Defence

Closing Date:Wednesday 23 September 2026

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Pricing and Cost Analysis Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Cairns QLD, Canberra ACT, Henderson WA, Melbourne VIC
Salary	$99,733 - $112,431
Future Merit Locations	Cairns, Canberra, Henderson, Melbourne, Sydney
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	NSSG/05129/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=36AE826E-5AFB-B123-6762-ED4A771C3D13

Duties

The Role

The APS 6 Pricing and Cost Analysis Officer (PCAO) will work within the Maritime Sustainment Division (MSD) Procurement and Contract Management Function undertaking complex price and cost analysis activities in support of MSD business outcomes.

The PCAO is accountable under broad direction to perform complex price and cost analysis activities, including the preparation, review and reporting of price and cost investigation work within an integrated workforce. They are accountable to ensure they have knowledge of, and comply with, legislative frameworks, government decision-making and Defence's mission and policy requirements.

The PCAO 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 pricing and cost analysis, technical, professional and policy advice in relation to their area of work.

The PCAO will undertake a considerable level of stakeholder engagement and will liaise with stakeholders in relation to pricing and cost analysis tasks. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

Maritime Sustainment Division (MSD) operates within the Naval Shipbuilding and Sustainment Group delivering in-service support to Navy and Army along with delivering new capability to Government. MSD is embedding transformational change to implement the Maritime Sustainment Model and ensure the organisation is able to respond to emerging demands and strategic priorities.

The Pricing and Cost Analysis team sits within the Procurement and Contract Management function of the Maritime Sustainment Strategy and Operations (MSSO) Branch of MSD and delivers price and cost analysis support to business units across MSD.

We are seeking high performing candidates who thrive on new challenges and enjoy working in a fast-paced, complex environment. We promote an inclusive culture that echoes Defence values – service, courage, respect, integrity and excellence; and are committed to ensuring our people feel appreciated, participate fully, and have access to tailored professionalised pathways.

We are flexible and agile in our approach to work, encourage our staff to have a healthy work life balance, and offer access to training and development opportunities and mentoring and coaching services.

Our Ideal Candidate

The ideal APS 6 Pricing and Cost Analysis Officer for MSD is a highly capable professional who thrives in a complex, fast-paced maritime sustainment environment and demonstrates a strong commitment to Defence's values of service, courage, respect, integrity and excellence.

You will bring strong price and cost analysis skills, including a proven ability to perform financial investigative tasks and be able to draw objective and transparent conclusions from your analysis. You will be confident in preparing high-quality price and cost analysis reports and documentation, and apply your knowledge in the delivery of pricing proposals and specialist costing and financial advice, and in your participation of tender evaluations and contract negotiations. You will be able to communicate clearly, engage effectively with stakeholders, and can navigate complex issues with sound judgement and initiative.

The successful applicant will also demonstrate strong analytical and problem-solving abilities, identifying financial and commercial risks, assessing options, and delivering practical, defensible solutions aligned with organisational objectives and procurement policy. Experience in driving continuous improvement, enhancing pricing and cost analysis methodologies, and building MSD capability through knowledge sharing will be highly regarded.

You thrive in a fast-paced environment, work collaboratively within multidisciplinary teams, and build productive professional relationships. You demonstrate Defence values, contribute to continuous improvement, and are adaptable, proactive and committed to delivering high-quality results that support MSD transformation and Defence capability.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Kylie Coulson, 08 9580 7362
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=36AE826E-5AFB-B123-6762-ED

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Defence

Vacancy VN-0772464

Department of Defence

Closing Date:Thursday 24 September 2026

Defence Digital Group
Architecture & Strategy

Job Title	Enterprise Applications Architect
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Reid ACT
Salary	$124,393 - $140,315
Future Merit Locations	Melbourne, Reid
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	DDG/05052/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4964D582-CC3A-96A9-3520-ED4A791F0A90

Duties

The Role

We are seeking one EL 1 Enterprise Architect to support the architecture design and uplift of Defence’s evolving digital ecosystem. Located within the Enterprise Architecture Applications Directorate, this role is responsible for developing enterprise-level architectures related to Defence’s application landscape modernisation and transformation from current to target state technology products and solutions.

You will work closely with cross-functional teams, including developers, engineers, project managers, and business stakeholders, to ensure end-to-end solutions that align with the organisation's goals and technical requirements. You will be key in standardising and rationalising architecture frameworks across Defence ICT solutions and platforms.

The role provides strategic technology and architectural direction spanning the entire application portfolio that improves reliability, durability and functionality of technology ecosystems, including supporting application migrations to Defence cloud platforms. The position requires the ability to provide authoritative advice and produce high-quality written artefacts, such as architecture blueprints, strategy papers, options analyses, and executive decision briefs with a high degree of independence.

The Enterprise Applications Architect position is located at APW, Reid ACT (preferred) or alternative state office will be considered based at Defence Plaza Melbourne (DPM).

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

About our Team

The Architecture and Strategy Branch provides strategic, technology and architectural advice, guidance, guardrails and governance spanning the Defence Digital landscape supporting outcomes for Defence war-fighters, civilians, leadership, programs, projects and capability owners.

We understand, map and guide the evolution of Defence’s digital technology ecosystems and proactively and continuously seek to improve the digital experience for all ADF, APS employees and industry partners to meet the needs of the war-fighter while capitalising on best-in-class technologies and sovereign capabilities.

Our Ideal Candidate

Our successful candidate will need to have exceptional ability to communicate with a technical workforce, capability managers and project teams. You will exercise a considerable degree of independence, have proven leadership skills within a diverse and integrated workforce of ICT capability-focused professionals and will be accountable for the delivery of complex architecture outcomes.

Our ideal candidate will have:

- Demonstrated experience as an Enterprise Applications Architect within large-scale, complex ICT environments.
- Demonstrable experience developing enterprise-level architectures across application landscapes, cloud native services and DevSecOps solutions within cloud environments.

- Exceptional executive stakeholder engagement, verbal and written communication skills, with the ability to translate complex technical issues into clear and actionable advice.
- Demonstrated experience producing enterprise architecture artefacts, architectural assessments including blueprints, technology roadmaps, architectural recommendations and strategic options analyses.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Peter Chan, 02 5130 1422
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4964D582-CC3A-96A9-3520-ED

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Defence

Vacancy VN-0772467

Department of Defence

Closing Date:Wednesday 23 September 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Logistics Assurance Business Analyst
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	$99,733 - $112,431
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	JCG/05151/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4646A314-95F3-EE1F-9C1D-ED4A7842F8A7

Duties

The Role

As the APS 6 Logistics Assurance Business Analyst, you will contribute to Defence logistics compliance and assurance through the application of business intelligence and data analysis. This position supports the delivery of inventory assurance programs, including stocktake, compliance and performance reporting and monitoring to strengthen inventory accountability, logistics governance and informed decision-making across Defence.

In this role, you will:

- Undertake business process analytics and data analysis to identify trends, compliance risks, inventory discrepancies and opportunities for process improvement over Defence’s inventory management systems.
- Develop and maintain reporting mechanisms and platforms, and business intelligence products to support compliance monitoring.
- Support the planning and execution of annual Assurance Programs, including National Asset and Inventory Sample. This may include sample testing, stocktake execution, inventory

verification, evidence gathering, investigation, reconciliation and validation activities in accordance with Defence policy and procedures.
- Support the development and maintenance of logistics assurance procedures, process maps, work instructions and supporting governance documentation.
- Liaise with internal and external stakeholders including Defence's Statistician, Groups, Services and the Australian National Audit Office to support logistics assurance and compliance outcomes.
- Provide support across LAB functions to meet emerging priorities and operational requirements.

Defence roles cover a diverse range of workplace environment requirements. These may include physical tasks or working in conditions that are not typical of an office environment. Candidates should consider these requirements when assessing their suitability for the role.

The workplace environment requirements for this role can include:

- Computer Use
- Generic screen based
- Sitting at desk
- Cyclic Workload
- Peaks and Troughs
- Working in and around stores warehouse environments
- Infrequent travel with surge periods of a week away at a time
- Requirement to wear personal protective equipment (PPE).

For more information, please contact the nominated contact officer.

About our Team

The Directorate of Logistics Assurance Programs (DLAP) provides the Defence Logistics Authority with capability to influence logistics performance across Defence. To do this, DLAP executes within the Defence Inventory and Asset Assurance Framework to measure the health of the overall Defence inventory at the organisational level. DLAP is responsible to enabling technical control over Defence logistics compliance and assurance through processes, systems interpretation, stakeholder engagement, reporting and logistics performance analysis.

Our Ideal Candidate

Our ideal candidate will provide specialist advice, manage stakeholder relationships, and contribute to strategic outcomes.

You will demonstrate experience, knowledge and skills with:

- An ability to interpret and analyse business data to identify trends, risks and performance issues to inform evidence-based recommendations.
- The use of business intelligence and analytic tools to develop insights and support decision-making.
- Logistics assurance and compliance, audit or governance functions within a complex organisation.
- Financial and economic awareness in relation to inventory management.
- An ability to interpret and apply policies, procedures and governance requirements.
- Strong stakeholder engagement, communication and relationship management.
- An ability to prepare reports, briefs and other written products for a variety of audiences.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Anthony Cracknell, 02 6192 7957
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4646A314-95F3-EE1F-9C1D-ED

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Defence

Vacancy VN-0772485

Department of Defence

Closing Date:Thursday 01 October 2026

Capability Acquisition and sustainment Group Aerospace Systems
Aerospace Systems

Job Title	Deputy Product Officer
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	$99,733 - $112,431
Future Merit Locations	Williamtown
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	CASG/05176/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8C461405-558B-FF21-B79D-ED4B2BCA2E0C

Duties

The Role

As an APS 6 Deputy Product Officer, you will support the delivery of capability outcomes within the Lead-In Fighter Training System and Advanced Test and Training Environment (ATTE).

The role contributes to products and services across training support, opposing forces, and facilitation, analysis, modelling and simulation capabilities, in partnership with Air Force and Navy stakeholders to enhance war fighter readiness.

You will work within an integrated team of military, APS and contractor personnel to support governance, reporting and sustainment outcomes.

The role includes contributing to enterprise management processes, including risk, change, financial planning and performance reporting, while engaging stakeholders to ensure capability requirements are met. You will apply sound judgement, manage competing priorities and support the continuous improvement of product management practices to achieve organisational outcomes.

About our Team

The Air Warfare Systems Program Office (AWSPO) is located at RAAF Base Williamtown, delivering and sustaining Air Force capability as part of Aerospace Systems Division. AWSPO manages a diverse portfolio of acquisition and sustainment programs in partnership with industry, supporting operational readiness and national defence outcomes.

Based in the Port Stephens region of NSW, the workplace offers an exceptional lifestyle with access to beaches, lakes and outdoor activities, with Newcastle and the Hunter Valley nearby. AWSPO offers a flexible, collaborative and supportive work environment where people are valued and encouraged to innovate, grow and contribute meaningfully.

Employees benefit from flexible working arrangements, competitive remuneration and a 15.4% superannuation contribution.

Our Ideal Candidate

We are seeking an organised and motivated professional with strong communication and stakeholder engagement skills, and the ability to manage competing priorities in a dynamic environment. You will demonstrate initiative, sound judgement and resilience, with the ability to contribute to planning, governance and decision-making processes.

You will have experience or the ability to develop skills in product, project or asset management, with a focus on performance, risk management and achieving capability outcomes. Leadership potential and the ability to work collaboratively within a multidisciplinary team are important.

The ideal candidate will understand the broader operational context, identify risks and opportunities, and adapt to changing priorities while supporting delivery against strategic objectives. A commitment to continuous learning and development is essential.

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

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	SQNLDR Michael Woolcock, 02 4078 0844
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8C461405-558B-FF21-B79D-ED4

Defence

Vacancy VN-0772491

Department of Defence

Closing Date:Sunday 27 September 2026

Capability Acquisition and sustainment Group
Air Defence & Space Systems Division

Job Title	CASG/04548/26
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$124,393 - $140,315
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 1
Position Number	CASG/04548/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=815097B6-E3DB-2343-4917-ED4B2BF0710C

Duties

The Role

Reporting to the Sustainment Director, the Integrated Product Manager is accountable under broad direction for leading complex product management activities across capabilities including C-Band Radar, Space Surveillance Telescope, Overhead Persistent Infrared Radar and Joint Space Component. These capabilities directly support Space Domain Awareness and Control outcomes and contribute to Australia's ability to understand, monitor and respond to activity in the space domain. The role leads an integrated workforce to deliver product strategies, work priorities, financial outcomes, performance reporting and effective asset management across the capability lifecycle.

It is responsible for developing and monitoring product management plans, coordinating technical, operational, commercial, financial and resource inputs, and ensuring sustainment activities are delivered effectively. The Integrated Product Manager balances cost, schedule, risk and capability performance to support informed decision-making. The role also drives governance, stakeholder engagement and continuous improvement across a dynamic and strategically significant Defence space portfolio.

About our Team

Space Systems Branch acquires and sustains capabilities to support the four distinct space power roles conducted by the Australian Defence Force in support of Australia’s strategic priorities. The team comprises professionals from various disciplines including project management, engineering, commercial, and logistics. This multi-disciplinary team is composed of highly skilled and motivated Australian Public Service, Australian Defence Force and contracted personnel.

The team works from Brindabella Park offices in Canberra and maintains close collaboration with other parts of Defence and other Government Agencies. Space Domain Awareness and Control Systems Program Office (SDACSPO) is located in Edinburgh, South Australia and manages Space Domain Awareness and Control in-service capabilities and capabilities in acquisition, engaging with local, regional and international enterprise partners and suppliers, consisting of both foreign governments and industry, to provide support to the Capability Manager.

This demands a strong understanding of domestic and international space domain government frameworks and controls.

Our Ideal Candidate

Our ideal candidate is a capable, collaborative and outcomes-focused leader who can operate with independence, sound judgement and accountability in a complex Defence environment. They will bring strong product management, financial management, stakeholder engagement and people leadership skills, with the ability to manage competing priorities and deliver practical outcomes.

They will be confident analysing complex information, providing clear advice, managing resources and supporting decisions that balance cost, risk, performance and capability needs. They will build and sustain productive relationships across Defence, industry, government and technical stakeholders, working collaboratively to understand requirements, resolve issues, align priorities and influence outcomes. They will communicate with credibility, tailor advice for different audiences and represent the organisation effectively in discussions, working groups and governance forums.

The successful candidate will demonstrate leadership behaviours by thinking strategically, achieving results, cultivating productive working relationships, showing resilience and modelling integrity and professionalism.

This role will suit someone who is curious, adaptable and motivated to help shape the future of Defence space capa

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Melissa Threadgold, 08 8288 4280
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=815097B6-E3DB-2343-4917-ED4

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Defence

Vacancy VN-0772494

Department of Defence

Closing Date:Thursday 24 September 2026

Capability Acquisition and sustainment Group
Joint Aviation Systems Division

Job Title	Business Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,393 - $140,315
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	CASG/05147/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5A2CFDCD-DD7C-9BAE-7144-ED4B2C8AB0C8

Duties

The Role

As the Business Manager within the Navy Aviation, Aircrew Training and Commons (NATC) Branch Executive & Support Team, you will play a pivotal leadership role in enabling the strategic and operational success of the Branch.

Working within a small, high-performing team that directly supports the Director General Navy Aviation, Aircrew Training and Commons (DGNATC), you will lead the coordination of key business functions, governance activities, information management, enterprise risk management, and continuous improvement initiatives across the Branch.

Reporting to the Chief of Staff (COS), you will be responsible for driving consistency, efficiency and compliance across NATC's business management functions while ensuring information, systems and processes effectively support decision-making and operational outcomes.

Key responsibilities include:

- Leading and managing a small, geographically dispersed team to deliver high-quality executive and business support services to DGNATC.

- Coordinating Branch tasking and executive workflows, ensuring outputs are accurate, timely and aligned with organisational priorities.
- Planning and coordinating the Branch governance board, communications, strategic planning activities and major Branch events.
- Providing strategic oversight of enterprise risk management practices, information management, records management, and governance across the Branch.
- Driving continuous improvement initiatives to optimise business processes, reduce duplication and enhance organisational effectiveness.
- Ensuring business continuity, compliance and quality assurance across key business management functions.
- Building strong relationships across NATC, Office of Head Joint Aviation Systems Division and Defence stakeholders to support collaboration, accountability and delivery of outcomes.

About our Team

The NATC Executive & Support (Ex&S) Team provides direct support to DGNATC in overseeing the acquisition and sustainment of critical aviation training, aviation support and commons capabilities.

NATC comprises personnel located across Canberra, Nowra, East Sale and Melbourne and includes:

- NATC Executive & Support
- Air Training Systems Program Office
- Aviation Support Systems Program Office
- Navy Aviation Systems Program Office

Located at Brindabella Park, Canberra, the Ex&S Team plays an integral role in enabling Branch operations, coordinating strategic activity and maintaining effective governance arrangements. The team works closely with the Office of Head Joint Aviation Systems Division and operates in a dynamic, high-tempo environment where collaboration, initiative and professionalism are highly valued.

Our Ideal Candidate

We are seeking a motivated and capable leader who thrives in a fast-paced environment and enjoys working across a diverse range of business, governance and strategic activities.

The successful candidate will:

- Demonstrate strong organisational skills, sound judgement and the ability to manage competing priorities while delivering high-quality outcomes.
- Possess excellent written and verbal communication skills, with the ability to engage confidently with senior leaders and tailor messaging to diverse audiences.

- Analyse, interpret and present complex information to support informed decision-making and strategic planning.
- Operate with a high degree of autonomy, initiative and accountability while recognising when issues require escalation.
- Build and maintain productive stakeholder relationships across a broad network of internal and external partners.
- Demonstrate leadership capability through mentoring, collaboration and fostering a culture of continuous improvement.
- Be adaptable and comfortable working across a range of systems, technologies and data sources.
- Take a proactive approach to identifying opportunities for improvement and implementing practical solutions.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Alaina Garcia, 0429 474 511
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5A2CFDCD-DD7C-9BAE-7144-E

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Defence

Vacancy VN-0772495

Department of Defence

Closing Date:Monday 21 September 2026

Job Title	Senior Executive Service Band 2 – First Assistant Secretary Contestability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Office Arrangement may be discussed with successful candidate
Classification	Senior Executive Service Band 2
Position Number	ADFHQ/05121/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D1657028-DECA-5837-5AA5-ED4B2BAC3B33

Duties

Introduction

Defence is seeking dynamic senior executives to drive the organisation forward and deliver on Defence's mission – to defend Australia and its national interests.

As part of the Senior Leadership Group, you will play a key role in promoting and influencing a shared commitment to the strategic direction of Defence, as most recently detailed in the National Defence Strategy.

You will:

- Lead and manage a branch practicing inclusive leadership, collaboration and integrity;
- Demonstrate strong judgement and capitalise on innovative alternatives to resolve complex problems;
- Effectively challenge the status quo when required;
- Demonstrate resilience and personal accountability for the quality of advice and delivery of results; and
- Demonstrate exceptional communication skills, both written and verbal.

The ideal candidate will be a collaborative leader who meets the Secretaries' Charter of Leadership Behaviours, exemplifies the Defence Values and Behaviours, and engenders a culture of innovation and agility. They will be self-aware, positive in considering and respecting a diversity of ideas and perspectives of others. They will demonstrate the capability to provide timely and accurate advice to senior leaders and Government on complex matters. They will have outstanding judgement, strategic awareness, and parliamentary and media acumen.

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

Your Role

Contestability is a unique, independent analysis function focused on enhancing the quality of capability outcomes for the nation's most complex Defence investments. Contestability achieves this by providing coherent and intellectually honest advice to senior leaders and Government to support informed investment decisions across the Capability Life Cycle. Contestability provides provide critical but constructive decision support across the Defence Capability System.

First Assistant Secretary (FAS) Contestability is responsible for presenting contestability analysis and views on capability programs and projects working through the One Defence Capability System (ODCS). FAS Contestability engages with Capability Managers and Delivery Managers across the Defence portfolio to navigate the ODCS, paying particular attention to strategic alignment, affordability, value for money, and overall achievability.

FAS Contestability will have a key role to play in implementation of Defence reforms. The creation of the Defence Delivery Agency will drive stronger contestability, more accurate cost estimation, and clearer accountability for the delivery of major projects.

FAS Contestability will need to lead multiple branches and teams of contestability analysts through the period of organisational change, implementing best practice change management, which will see continued improvement and reforms to contestability as a function, process, and capability itself, within the Defence portfolio.

The ideal candidate would have:

- Demonstrated leadership of large teams, particularly through periods of change and reform, particularly blended teams of military and public service.
- Demonstrated ability to provide strategic level guidance, advice and recommendations to Ministers and senior organisational leaders across a broad range of highly complex and sensitive investment and program management issues, including risk, finance, schedule, contractual, technical, and operational issues, balancing risk, opportunity, priority, and value for money.
- Expert understanding of Defence capability and investment project, program and portfolio processes, or alternatively, proven ability to successfully deliver complex investment programs.
- Demonstrated ability to apply best practice within and external to the public service in capability investment and organizational management and reform.

Eligibility
Notes

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

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To Apply

Position Contact	Beaumont&Beaumont, (02) 6126 4500
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D1657028-DECA-5837-5AA5-ED

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Education

Vacancy VN-0772513

Department of Education

Closing Date:Wednesday 23 September 2026

Job Title	Administrative Support Officers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$84,828 - $90,720
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 4
Position Number	26/0310
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://www.education.gov.au/about-department/work-us

The People, Parliamentary and Communications Division has several opportunities available for Administrative Support Officers (APS4). These opportunities include roles as a parliamentary officer within the Parliamentary, Audit and Risk Branch and an Executive Assistant within the People Branch.

While the roles share common administrative and coordination responsibilities, they provide distinct support in either a parliamentary coordination environment or an executive support environment.

As an Administrative Support Officer, you will demonstrate strong organisation and communication skills, with a customer service focus, to support various administrative functions within the Division.

Within the Parliamentary, Audit and Risk Branch, the Officer will support the efficient coordination of ministerial correspondence, parliamentary documentation, submissions, and question time briefs within the Parliamentary Document Management System (PDMS). The role also provides advice and assistance to departmental staff on parliamentary document management processes and requirements.

Within the People Branch, the Officer will provide high level administrative and executive support to the Assistant Secretary, ensuring the effective and efficient operation of the branch. The role manages executive workflows, coordinates priorities and commitments, and serves as a key point of contact for internal and external stakeholders.

Duties

As an Administrative Support Officer, you will be responsible for the following:

- Monitoring and actioning shared mailboxes, answering phone lines and taking relevant messages and actions items, tracking workflows, and flagging urgent or sensitive emails.
- Providing administrative and coordination support, including printing and packaging hard copy meeting packages and briefs for the Executive and Minister’s Officers, and organising meetings and events.
- Assisting with the tracking and quality assurance of correspondence, briefs and submissions, ensuring compliance with departmental standards.
- Preparing correspondence, minutes and other written material.
- Supporting team members to deliver high-quality outcomes in a dynamic environment.
- Managing record keeping processes using departmental systems such as PDMS, in accordance with departmental processes.

In addition, roles within the Parliamentary, Audit and Risk Branch, will also be responsible for:

- Coordinating the tracking, workflow management and quality assurance of parliamentary documents, correspondence, briefs and submissions.
- Assisting with the preparation and distribution of ministerial and parliamentary documentation.
- Monitoring timeframes and ensure compliance with parliamentary document management requirements.
- Providing administrative support for PDMS users, delivering accurate advice, guidance and assistance for moderately complex enquiries.

In addition, roles within the People Branch, will also be responsible for:

- Managing the Assistant Secretary's diary, inbox and workflow priorities.
- Organising and booking travel where required and undertake relevant financial approval processes, under direction.
- Providing additional support for the branch as required, including property needs, support for Committees and coordination of branch events.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

- Citizenship: Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

Contact Officers:

Cate Leyland

Cate.Leyland@education.gov.au

(02) 6240 0032

Bernadette Murphy

Bernadette.Murphy@education.gov.au

(02) 6240 8148

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

About the Department of Education

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

To Apply

Position Contact	Cate Leyland, (02) 6240 0032
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0772420

National Gallery of Australia

Closing Date:Thursday 17 September 2026

CFO and Commercial Operations
Financial Operations

Job Title	Financial Operations Manager – Transformation
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$116,261 - $132,660
Future Merit Locations	Parkes
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On-Site Position, flexible conditions and ability to apply to work from home
Classification	Executive Level 1
Position Number	3300
Agency Website	https://nga.gov.au

Job Description

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

The CFO and Commercial Portfolio provides strategic advice to Council and senior management and partners with teams across the National Gallery to provide efficient, ethical and professional financial services that support the Gallery's strategic outcomes.

The Financial Operations Manager is a non-ongoing two-year role within Financial Operations. The role has two core purposes: to provide hands-on support across day-to-day financial operations and to lead the Accounts Payable automation project as the first stage of a broader program of practical process improvement.

The position will support selected Financial Controller and financial operations activities while leading improvements to reduce manual processing, strengthen controls, improve data quality and increase automation across finance processes. The immediate focus will be Accounts Payable, including better use of TechnologyOne CiA and controlled adoption of AI-enabled functionality where it is practical, safe and supports the Gallery's financial control environment.

The role is not intended to replace financial judgement or approval controls. AI outputs and system-generated information are to assist staff, not replace financial accountability. Human review, approval, auditability and existing financial controls must remain built into all material processes.

This position reports to the Head of Financial Accounting and Operations and will work closely with Financial Operations, Financial Planning and Analysis, ICT, Procurement, Governance, Legal, TechnologyOne, NAB and relevant business users to deliver operational support and practical finance process improvement.

This is a full-time, non-ongoing employment opportunity, with a possibility of becoming ongoing.

Duties

In accordance with the APS Executive Level 1 work level standards, you will:

- Provide operational support to Financial Operations, including Accounts Payable, payment, receipting, reconciliation, travel, credit card and accounting processes as required.
- Support selected Financial Controller responsibilities during peak workload periods, leave coverage and project transition periods.
- Map and review end-to-end Accounts Payable and related financial operations processes, including invoice receipt, coding, contract matching, approvals, payment preparation, supplier maintenance and exception handling.
- Identify manual handling, duplicate processing, rework, bottlenecks, data quality issues and control gaps that limit efficiency or increase operational risk.
- Lead practical process improvements across Accounts Payable, banking, reconciliation and selected financial operations processes.
- Work with TechnologyOne, internal teams and specialist advisers to optimise TechnologyOne CiA workflows, invoice capture, supplier maintenance, reporting, business rules and system configuration.
- Assess and support controlled trials of relevant TechnologyOne 2026B AI capabilities, including Intelligent Invoice Capture and InvoiceIQ, where there is a clear business case and appropriate controls.
- Ensure automation and AI-enabled outputs remain subject to human review, approval, audit trails, segregation of duties and financial accountability.
- Coordinate vendor questions on functionality, availability, licensing, usage limits, system constraints, inbox monitoring, volume handling and transition from current scanning arrangements.
- Lead supplier data quality and control improvements to support automation, including duplicate supplier review, coding consistency, bank detail controls and data quality reporting.
- Develop operational guidance, process maps, user instructions, training material and change communication to support adoption.
- Establish baseline measures and track benefits, including reduced manual effort, processing cycle time, exception rates, data quality, user corrections, auditability and service quality.
- Prepare progress updates for the Chief Finance Officer, Head of Financial Accounting and Operations and relevant governance forums.

Project Focus

The first project focus is the Financial Operations AI Transformation Program, commencing with Accounts Payable. The role will support a staged delivery approach: diagnostic review, controlled capability assessment, pilot and validation, implementation and benefits realisation.

Accounts Payable is the first workstream because it is high-volume, process-heavy and measurable. It provides a practical way to test the value, controls and risks of AI-enabled process improvement before considering broader use across Financial Operations.

- Initial focus areas include invoice capture, invoice intake, workflow approvals, coding consistency, supplier maintenance, exception reporting, payment visibility and reconciliation processes.
- The role will help confirm whether TechnologyOne capabilities such as Intelligent Invoice Capture and InvoiceIQ provide practical benefit in the Gallery's environment.
- Other TechnologyOne AI capabilities, such as AI Ledger Note Summary, natural language analytics, Smart Contract Extraction and TechnologyOne Plus, may be considered later only where there is a clear business case, defined process ownership and suitable controls.
- The role will support a controlled rollout so that automation improves efficiency without weakening the Gallery's financial control environment.

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

Security Assessment: The successful applicant will be required to obtain and maintain a Baseline security clearance. Loss of a security clearance at any time will lead to termination of employment.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications /certification and/or registrations include:

- professional certification and/or membership of a relevant professional association such as Certified Practising Accountant or Chartered Accountant is preferred.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's **Careers portal**.

You should provide a tailored CV (**maximum of three pages**) along with a **statement** of no more than **two pages** that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit or merit pool, may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Meika Hart, 02 6240 6449
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education

Vacancy VN-0772447

National Gallery of Australia

Closing Date:Sunday 20 September 2026

Collection Management & Art Storage
Registration

Job Title	Registration Officer, Assistant Packer (Sharing the National Collection)
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$67,130 - $73,013
Future Merit Locations	Parkes
Office Arrangement	On Site;Flexible
Office Arrangement Details	On-Site Position, flexible conditions
Classification	APS Level 3
Position Number	7227
Agency Website	https://nga.gov.au

Job Description

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

This role will see you as part of a small team engaged in providing assistance in the packing and preparation of works for the Sharing the National Collection partnership program by undertaking the handling, transport, storage, packing, location control and documentation of the National Gallery's art collection.

Our successful candidate will have a level of physical fitness required to handle and move a wide range of works of art which includes correct manual handling techniques and procedures. They will have demonstrated ability to use hand tools and basic carpentry shills packing and preparing works for transport and storage under the guidance and direction of the Senior Registration Officer (Packing).

This is a part-time, non-ongoing employment opportunity available within the Registration Department with the opportunity to become fulltime after 12 months.

Duties

In accordance with the APS 3 work level standards, you will:

- Prepare works of art for storage and transit in accordance with the Gallery's best practice procedures under the guidance and supervision of the Senior Registration Officer (Packing). Assist in the preventive maintenance of the National Gallery's collection by undertaking improved packing/repacking programs for works of art.

- Assist in scheduling the packing and transport of works of art for storage, loan and exhibition. Engage and consult with internal stakeholders for packing requirements in accordance with the Gallery's collection policy.
- Maintain artwork movement information on the Collection Management System (CMS) and ensure that all information is accurate and kept up to date in a timely manner.
- Ensure the workstations, art packing and loading dock areas are maintained in a clean and orderly manner. Assist with the maintenance of packing tools and machinery and restocking of supplies.
- Ensure that all work is carried out in accordance with Work Health and Safety guidelines.

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

ADDITIONAL INFORMATION: Qualifications, Certifications and Registration

Role specific mandatory qualifications certification and/or registrations include:

- Current Driver's Licence
- Experience and/or the ability to be trained in installing works of art in a variety of media is highly desirable.
- Forklift and/or elevated work platform licences desirable but not mandatory

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

You should provide a tailored CV (**maximum of three pages**) along with a **statement** of no more than **two pages** that outlines your skills, capabilities and experience, against the information above.

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To Apply

Position Contact	Tedd Nugent, 02 6240 6496
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education

Vacancy VN-0772453

National Gallery of Australia

Closing Date:Thursday 17 September 2026

CFO and Commercial
Financial Operations

Job Title	Financial Controller
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$116,261 - $132,660
Future Merit Locations	Parkes
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On-Site Position, flexible conditions and ability to apply to work from home
Classification	Executive Level 1
Position Number	3302
Agency Website	https://nga.gov.au

Job Description

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

The CFO and Commercial Portfolio provides strategic advice to the Council and Senior management, and partners with teams across the National Gallery to provide efficient, ethical, professional financial services and the provision of functional support to achieve the National Gallery's strategic outcomes.

The Financial Controller is responsible for the day-to-day financial management of the National Gallery. This includes delivery of high quality, timely and accurate statutory reporting, robust financial control framework and information systems, and treasury functions.

The Financial Controller manages a small team within the broader Financial Operations Team and is responsible for the Gallery's financial accounting and reporting, as well as the National Gallery Foundation's financial accounting and reporting, including:

- Input of monthly actuals into the Central Budget Management System,
- Preparation of the annual financial statements,
- External audit coordination,
- General ledger management, accounting policy, taxation, payroll and asset accounting.

The broader Financial Operations Team also undertakes accounts payable processing, monitors compliance with the PGPA Act and the National Gallery's Council Instructions, maintains the

general ledger, develops the financial management information system and control frameworks, and implements process enhancements and improvements across the financial operations processes.

This position reports to the Head of Financial Accounting and Operations and is responsible for managing a small team. This position is an ongoing full-time role.

Duties

In accordance with the APS Executive Level 1 work level standards, you will:

- Manage the financial reporting, reconciliation and accounting processes for non-financial assets, including the national art collection, building, property, plant and equipment, leases and liabilities.
- Manage the financial reporting processes for two separate reporting entities including consolidation. Coordinate external audit requirements for the financial statements audits.
- Oversee trusts, endowments and the treasury function including monthly cash flow reports and forecasts.
- Oversee payroll related accounting and analytical activities e.g. Long Service Leave computations and analytics
- Ensure the National Gallery is compliant with the statutory, tax and other external reporting requirements.
- Understand, oversee and manage the accounting for the national heritage and culture art collections.
- Oversee receipting including accounts receivable and bank reconciliations for multiple entities,
- Managing efficient accounting operations, travel, and credit card processes.
- Deliver accounting policies, procedures, advice and training across the Gallery.
- Maintain the general ledger and developing the financial management information systems and control framework.
- Lead, develop, coach and establish priorities within the team that promotes a continual improvement and achievement orientated environment.

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

Security Assessment: The successful applicant will be required to obtain and maintain a Baseline security clearance. Ongoing employment in this role requires the successful candidates to maintain their security clearance. Loss of a security clearance at any time will lead to termination of employment.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications /certification and/or registrations include:

- Relevant qualifications in accounting, with demonstrable experience is essential
- Professional certification and/or membership of a relevant professional association such as Certified Practising Accountant / Chartered Accountant is essential

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

You should provide a tailored CV (**maximum of three pages**) along with a **statement** of no more than **two pages** that outlines your skills, capabilities and experience, against the information above.

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To Apply

Position Contact	Mary Fisher, 02 6240 6747
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education

Vacancy VN-0772531

Tertiary Education Quality and Standards Agency

Closing Date:Monday 28 September 2026

Legal, Risk and Quality Assurance Legal Services

Job Title	Senior Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$124,681 - $137,803
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Melbourne or Canberra (other locations may be considered)
Classification	Executive Level 1
Position Number	Multiple Positions
Agency Website	www.teqsa.gov.au

Job Description

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

About the position

As a Senior Lawyer within the Legal Services Team, the successful candidate will have a key role in providing accurate and strategic legal advice and assistance to TEQSA’s Commissioners and staff. The successful candidate will be able to demonstrate highly developed legal and analytical skills, excellent communication skills, and expertise in the key areas of law relevant to TEQSA or a capacity to develop this expertise.

The successful candidate will also be able to lead the Legal Services Team by providing guidance, direction and support, developing the capacity of staff in the team and planning the resources and priorities of the team.

Duties

- providing legal advice on administrative law and statutory interpretation to support TEQSA's regulatory and quality assurance functions (including in relation to litigation that arises out of these functions).
- providing legal advice on regulatory investigations or enforcement proceedings, including in relation to litigation or administrative action involving academic cheating services.
- providing information law advice (including privacy, Freedom of Information and records management) on issues arising from TEQSA's work.
- providing legal advice on employment law, contracting and procurement or intellectual property issues.
- drafting and managing legislative instruments, delegations, external correspondence and guidance material relevant to TEQSA's regulatory and enabling functions.
- playing a central leadership role in the Legal Services Team, including supervising and building the skills set of more junior staff.
- fostering collaborative working relationships with internal and external stakeholders and liaise with them on a range of matters, assisting with their needs and expectations. Under general direction, they will analyse, interpret, and apply legislation, policies, practices, and precedents to solve complex problems, escalating as appropriate.
- other duties as required.

Our ideal candidate

TEQSA is looking for someone who is passionate about contributing to the excellence of Legal Services and Australian higher education. Our ideal candidate will have:

1. highly developed knowledge of areas of law relevant to the agency's work, including administrative law, statutory interpretation and litigation or administrative review, or the ability to quickly acquire this knowledge.
2. demonstrated ability to exercise sound professional judgement and problem-solving skills in a complex and changing environment, using highly developed analytical and interpretative skills.
3. excellent interpersonal skills and be able to develop and maintain productive and collaborative relationships with internal and external stakeholders.
4. demonstrated excellent communication and negotiation skills, including in relation to complex and contentious matters.
5. demonstrated ability to lead a team of employees, providing direction, determining priorities and building capacity.

Qualifications and experience

The following qualifications are mandatory:

- A law degree from a recognised higher education provider (or equivalent overseas qualification), and
- Admission as a legal practitioner in an Australian state or territory and a current legal practising certificate (or the capacity to obtain a practising certificate).

The following experience will be highly regarded:

- 3+ years post-qualification experience in practice or equivalent legal roles.
- Experience in providing legal services to Commonwealth government agencies or to regulatory bodies.

Eligibility

The successful applicant must:

- be an Australian citizen.
- complete a National Police Check satisfactorily.
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Notes

- This recruitment process is being conducted to fill one ongoing and one non-ongoing vacancy up to 12 months. There is potential for the non-ongoing position to become ongoing after this time.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies. It is active for 18 months from the date of this advertisement.
- Before commencing in the role, the successful candidate will be required to disclose details of any material personal interests in connection with their employment at TEQSA via a Declaration of Interest form and seek approval to undertake any outside employment (paid or unpaid) via an Outside Employment application.
- For further information on this role, please contact Nicholas Riordan on 03 8306 2503 or recruitment@teqsa.gov.au

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

About the Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia’s independent national quality assurance and regulatory agency for higher education. TEQSA’s purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1.

Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Nicholas Riordan, 03 8306 2503
Agency Recruitment Site	https://www.teqsa.gov.au/about-us/careers

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Foreign Affairs and Trade

Vacancy VN-0772469

Austrade

Closing Date:Sunday 13 September 2026

Job Title	Finance Business Partner
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$121,755 - $136,267
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	6473
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Finance Branch is looking for a talented individual to fill a Finance Business Partner role at the EL1 level. You will act as a trusted advisor in providing support and guidance to Trade and Investment Group within Austrade and will support the Agency in achieving its financial goals and outcomes.

Your strengths will be your client focus and commitment to providing an effective, professional service to your Austrade colleagues built on a solid accounting knowledge base. You will use your ability to identify insights to influence in supporting financial decision making within the Austrade leadership. Additionally, you will have highly developed organisational skills, the ability to manage competing priorities, meet deadlines and have excellent attention to detail. Your capacity to respond positively to change will ensure you can operate in our fast-paced work environment.

If you are motivated to achieve results and enjoy working collaboratively in a small team environment – this role could be for you.

Duties

- Develop trusted relationships with Executive members and senior leaders, particularly within the Trade and Investment Group to provide strategic advice and facilitate long-term financial thinking.
- Support financial decision making within the Trade and Investment Group to achieve positive outcomes through activities such as spend and budget management.
- Collaborate with the broader CFO team to generate insights into financial planning and analysis and implement budgeting and forecasting processes and procedures.
- Mature the financial acumen of the business through coaching, support and targeted training.
- Liaise with other organisational Business Partners to drive consolidated planning & reporting.
- Develop and maintain a broad network to provide value across the Agency at the peer and senior levels, and positively influence external stakeholders.
- Create and support an environment, which fosters collaboration and accountability to promote a trust-based, inclusive culture.

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain, and maintain a **Baseline** security clearance.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum

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About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit https://www.austrade.gov.au/About/Employment/Working-at-Austrade.

To Apply

Position Contact	Chris Weenink, +61 (2) 6201 7626
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0772398

Australian Secret Intelligence Service

Closing Date:Monday 21 September 2026

Not specified
Not specified

Job Title	Business Continuity Professionals - Communication Officer, Engagement Officer, and Incident Response Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,199 - $138,523
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	.
Classification	APS Level 6
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/

Communication Officer, Business Continuity

The Communication Officer, Business Continuity will work under limited direction and apply their expertise in preparing a wide range of communication products including briefings relevant to the business continuity function. The role involves ensuring accurate, timely and audience-appropriate information is provided for internal and external stakeholders during business-as-usual and periods of disruption.

Engagement Officer, Business Continuity

The Engagement Officer, Business Continuity works under limited direction and establishes, maintains and fosters relationships with external stakeholders and partners in order to achieve shared continuity and resilience goals. The officer plays a key role as a working-level point of contact to promote departmental collaboration and interoperability.

Incident Response Officer, Business Continuity

The Incident Response Officer, Business Continuity works under limited direction to manage and administer the incident response team and support the Service’s emergency management processes. The officer plays a crucial role in ensuring the team is prepared to activate and respond effectively to incidents and to support the Service during periods of disruption.

Duties

Under limited direction, Communication, Engagement and Incident Response Officers, Business Continuity will be responsible for the following key duties:

Communication Officer, Business Continuity

Content Creation and Management

- Create and manage a variety of communication products, including briefings, situation reports, talking points, and internal messaging, to ensure accurate and timely information dissemination.
- Maintain communication templates, approved messaging, and distribution lists to facilitate rapid activation during incidents.

Incident Response Support

- Provide dedicated communications support to the incident response team, including drafting and distributing real-time updates and advisories.
- Activate and manage communication channels and platforms during incidents to ensure continuous information flow.

Stakeholder Engagement and Coordination

- Coordinate with internal and external stakeholders to ensure consistent and clear communication during disruptions.
- Manage clearance chains for communication products to maintain message consistency and accuracy.

Engagement Officer, Business Continuity

Stakeholder Management

- Identify and maintain a register of key external stakeholders, partners, and providers relevant to the Business Continuity function.
- Build, maintain, and foster productive relationships with these stakeholders to enable the achievement of collective continuity and resilience goals.

Engagement and Collaboration

- Coordinate engagement activities, forums, and information-sharing arrangements with external stakeholders and partners.
- Facilitate collaborative efforts and ensure effective communication to progress shared objectives and enhance resilience.

Representation and Negotiation

- Represent the Business Continuity function at working-level external and interdepartmental forums.
- Support the negotiation and maintenance of arrangements, agreements, and memoranda of understanding with external partners to strengthen continuity and resilience efforts.

Incident Response Officer, Business Continuity

Incident Response Management

- Administer and coordinate the incident response team, including rosters, readiness, on-call arrangements, and activation to ensure the team is prepared to respond effectively to disruptions.

Response Planning and Coordination

- Maintain incident and emergency management plans, procedures, and response playbooks.
- Coordinate response activities during incidents, including logging, tracking, tasking, and reporting to ensure an organised and effective response.

Exercises and Readiness

- Plan and run exercises and drills to test the Service's preparedness and capture lessons learned for continuous improvement.
- Maintain response tools, contact directories, and activation systems in a ready state to support timely and effective incident response.

Core skills

We encourage applicants with the following skills and attributes to apply:

Communications Officers

- Demonstrated written communication skills especially in drafting briefings, situation reports, talking points, internal messaging, creating and managing communication templates.
- Ability to coordinate multiple tasks involved in the release of various communication products such as organising clearance of communication products.
- Ability to exercise independent judgement, critical thinking and innovative problem-solving in a complex and changing environment.
- Ability to collaborate with internal and external stakeholders.

Engagement Officers

- Demonstrated experience in building, maintaining and fostering productive relationships with various stakeholders.
- Demonstrated experience in identifying and maintaining registers of key external stakeholders, partners and providers.
- Ability to coordinate engagement activities, forums and information-sharing arrangements.
- Ability to negotiate arrangements, agreements, and memorandum of understanding with external partners.

Incident Response Officers

- Strong administration and coordination skills ideally within an incident response team, including rosters, readiness, on-call arrangements and activation.
- Demonstrated ability to maintain incident and emergency management plans, procedures and response playbooks.
- Demonstrated ability to pan and run exercises and drills in preparation for incident response.
- Ability to exercise independent judgement, critical thinking and innovative problem-solving in a complex and changing environment.

Experience requirements

The following education, qualifications and/or experience are not essential, but will be highly regarded:

- Experience in business continuity planning, crises/disruption response, and/or policy.
- Experience in strategic thinking and development, including a background in threat analysis, or related areas.
- Experience in developing, implementing, and assuring programs of work over multi-year time horizon.
- In addition, the following qualifications will be highly regarded:
    - PUAOPE029 – Conduct Liaison During Emergency Events
    - PUAOPE003 – Manage the Public Information Function at an Incident
    - PUASS00071 – Incident Response Crew/Team Leader
    - PUAOPE018 – Control a Level 2 Incident

Eligibility

To be eligible for a role you must:

- Be an Australian citizen
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance

For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at https://protectivesecurity.gov.au, section 12 provides information on Eligibility and suitability.

The position is Canberra based, with conditions similar to those in the Australian Public service including superannuation.

Notes

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respective work environment. We encourage applications from Aboriginal and Torres Strait Islander people, Women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

Please note: ASIS does not provide feedback to unsuccessful applicants

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/

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Foreign Affairs and Trade

Vacancy VN-0772308

Department of Foreign Affairs and Trade

Closing Date:Sunday 20 September 2026

Job Title	APS4 Passport Case Officers - roles available in Canberra, Sydney, Melbourne
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$84,115 - $89,673
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Sydney, Melbourne
Office Arrangement	On Site
Office Arrangement Details	Remote work is not available for this role due to the system and security requirements. However, flexible arrangements may be negotiated if required.
Classification	APS Level 4
Position Number	0601/2026 0602/2026 0603/2026
Agency Website	

Job Description

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

Applications close at 11.30pm AEST on Sunday 20 September 2026.

The Opportunities

Do you have a passion for working in fast-paced service delivery environments? Do you have exceptional customer service and problem-solving skills? Do you have sound administration and clerical skills? If you have answered yes to these questions, WE WANT YOU!

The Australian Passport Office (APO) is seeking Passport Officers to work across a variety of Service Delivery roles in our division.

APO provides access to secure international travel documentation through timely and responsive passport services in Australia and overseas. The APO manages each stage of the passport production process including the passport application, lodgement, assessment and printing stages, as well as the service recovery, workload management, and commercial management functions.

Our Ideal Candidates

We’re looking for high-performing people with skills and experience relevant to the Australian Passport Office.

Our ideal candidates will have:

• Strong customer service skills whilst displaying empathy and emotional intelligence.

• Ability to problem solve using sound judgement and risk.

• Agility and flexibility to evolve rapidly to change plans or course of direction to match the reality or demands of a situation.

• Ability to work under pressure, apply both a sense of urgency and the highest level of discretion and confidentiality.

• A positive can-do attitude, displaying personal resilience, calmness and focus on achieving objectives, even in difficult circumstances.

• Capability to identify, assess, and instigate actions independently and complete tasks within appropriate timeframe.

• Ability to effectively use business applications, tools and new technology to streamline internal processes and service delivery to the Australian Public.

• Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.

All employees of the department are expected to abide by the APS Values and Code of Conduct and the DFAT Values Statement.

Duties

Your duties and responsibilities will be aligned to the relevant APS Work Level Standards.

Your key duties will include:

- Deliver courteous, prompt, and professional customer service when providing guidance to the public through various channels including face-to-face, telephone or in writing, ensuring approved scripts or templates are used where applicable.
- Use effective judgement and investigative skills to monitor and manage Australian Travel Document applications and passport workflows. Contribute to the management of workload, and resource allocation priorities with a high degree of flexibility.

- Undertake travel document processing including decision-making and recommendations on the eligibility of applicants for an Australian travel document, by providing appropriate determinations that are informed by relevant legislation, regulation, policies, and guidelines.
- Investigate, resolve, and review standard to moderately complex travel document eligibility and related issues. The definition of standard and moderately complex applications is set by the APO with changes made to that definition as needed from time to time. Propose solutions to senior officers when escalating matters.
- Contribute to the provision of advice, assistance and guidance on travel document eligibility matters and the extent to which they comply with relevant legislation, regulations, policies, and guidelines and implement said policies and procedures.
- Conduct spoils and destruction, personalisation support, and site custodian duties in line with delegations and agreed processes and procedures.
- Work independently to meet deadlines, required work outputs, key performance indicators and performance expectations in line with DFAT Performance Frameworks.
- Meet operational deliverables in an emergency or crisis response.
- Actively build, maintain, and facilitate collaboration with a wide network of internal stakeholders.
- Proactively monitor, identify, and analyse current and emerging issues that may have an impact on the project deliverables/timeframe of stakeholders (internal and external) in relation to the project deliverables.
- Manage Alerts raised by internal and external government authorities.
- Provide support, guidance, and assist in identifying training needs for other staff. Coach and mentor staff to increase understanding of relevant legislation, regulation, policies, and guidelines.
- Work as part of a team to deliver outcomes, displaying flexibility to meet operational requirements.

Eligibility

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

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

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Joseph Kadib, N/A
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0772326

Department of Foreign Affairs and Trade

Closing Date:Sunday 20 September 2026

Australian Safeguards and Non-Proliferation Office

Job Title	Director General, Australian Safeguards and Non-Proliferation Office
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	Statutory Appointment
Position Number	0598/2026
Agency Website	

Job Description

https://dfat.gov.au/careers/Pages/careers.aspx

Applications for this position close at 11.30pm AEST on Sunday 20 September 2026

The Opportunity

The Australian Government is seeking to appoint the position of Director General, Australian Safeguards and Non-Proliferation Office (ASNO) to administer the responsibilities of a domestic regulator and fulfil the role of national authority for Australia's non-proliferation treaties. In this role, you will report to the Minister for Foreign Affairs and lead ASNO's efforts to enhance Australian and international security through activities that strengthen the effectiveness of regimes against the proliferation of weapons of mass destruction.

As a statutory officer, you will act with a high degree of regulatory independence as you exercise your specific powers and functions in accordance with Australia's non-proliferation treaty obligations, domestic legislation and the Australian Minister for Foreign Affairs' Statement of Expectations. You will also be responsible for ensuring the provision of expert advice to government in the technically complex area of non-proliferation and disarmament verification mechanisms, supporting regional partners to implement their non-proliferation treaty obligations and strengthening domestic and international verification systems.

This is a unique opportunity to lead ASNO at a time when its work has never been more important. As Director General, you will continue to build staff capacity and capability, ensuring ASNO remains an independent, credible and robust regulator. You will strengthen the organisation's governance and regulatory management functions to ensure it is fit-for-purpose and able to meet its growing responsibilities. This work is particularly important given ASNO's nuclear safeguards and security responsibilities for Australia's naval nuclear propulsion program.

As an independent statutory office holder, you will be expected to demonstrate high standards of integrity, professional conduct and public accountability. You will contribute to the government's regulatory reform agenda, ensuring ASNO operates as an independent, credible and effective domestic regulator. You will deliver an annual report that demonstrates the principles of regulator best practice through tailored performance and financial reporting, demonstrating how Australia continues to meet the highest standards in non-proliferation.

The role is a statutory office under the Nuclear Non-Proliferation (Safeguards) Act 1987. Under the Act, the appointment of a Director General is by the Governor-General for a fixed term of up to five years, with an option to extend.

For further information, please see the job Applicant Information Pack at DFAT Careers.

Duties

• Provide overall leadership, management and development of ASNO staff, employed under the Public Service Act 1999 as part of the Department of Foreign Affairs and Trade and made available to support the performing of ASNO's statutory functions.

• Execute the statutory responsibilities under the:

o Nuclear Non-Proliferation (Safeguards) Act 1987 (Safeguards Act)

o Chemical Weapons (Prohibition) Act 1994 (CWP Act)

o Comprehensive Nuclear-Test-Ban Treaty Act 1998 (CTBT Act).

• Under the Safeguards Act and as delegated by the Foreign Minister, grant, vary or revoke nuclear safeguards and nuclear security permits, including those required for Australia’s naval nuclear propulsion program. Where a decision is required by the Foreign Minister, assess applications against legislative requirements, and provide advice on whether the permits should be granted, varied or revoked.

• Under the Safeguards Act, provide authoritative advice to the Minister for Foreign Affairs on the operation of Australia's safeguards system, including regulatory, policy and international safeguards matters.

• Under the CWP Act and as delegated by the Foreign Minister, administer Australia’s permit and notification regime for scheduled chemicals and facilities, including approving, varying or revoking permits.

• Lead ASNO in the effective operation of these Acts, to enable Australia to continue to meet international non-proliferation treaty obligations, including: the Treaty on the Non-Proliferation of Nuclear Weapons (NPT); Australia’s Comprehensive Safeguards Agreement and Additional Protocol with the International Atomic Energy Agency (IAEA); the Amended Convention on the Physical Protection of Nuclear Material (A/CPPNM) ; the Chemical Weapons Convention (CWC); the Comprehensive Nuclear-Test-Ban Treaty (CTBT); the International Convention for the Suppression of Acts of Nuclear Terrorism (ICSANT); multiple prescribed international agreements under the Safeguards Act, including those that form part of Australia’s network of treaty-level bilateral Nuclear Cooperation Agreements (NCAs) and the South Pacific Nuclear Free Zone Treaty.

• Table an Annual Report in Parliament to:

o report on the execution and performance of ASNO regulatory responsibilities and international obligations

o demonstrate how Australia is meeting the highest standard of non-proliferation implementation and verification

• Ensure operational alignment and implementation of the Australian Government's regulatory reform agenda

• Consult, negotiate, chair meetings with other government agencies, foreign government representatives, industry and international organisations.

• Chair inter-departmental and inter-governmental meetings, appear before parliamentary committees, senate estimates and represent ASNO and Australia at conferences/meetings and engage in public communications in areas of statutory responsibility.

• Effectively manage ASNO administrative and departmental budgets.

Eligibility

Candidates must be Australian Citizens

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Beaumont & Beaumont, +61 2 6126 4500
Agency Recruitment Site	https://dfat.gov.au/careers/Pages/careers.aspx

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Health

Vacancy VN-0771972

Aged Care Quality and Safety Commission

Closing Date:Sunday 20 September 2026

Regulatory Operations Division
Audit Audit Team 4

Job Title	Operations Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$99,784 - $112,571
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 6
Position Number	437_08/26
Agency Website	

Job Description

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

The Audit Branch is responsible for auditing aged care providers to assess whether they can conform with the Aged Care Quality Standards and deliver safe and high-quality care. Audits help inform decisions about registration, renewal of registration or variation of registration for aged care providers who want to deliver Australian Government-funded aged care services.

Audits gather information about an aged care provider’s governance arrangements, systems, and processes. To test whether these have been embedded and consistently applied, quality auditors attend the provider’s residential care homes or community service delivery locations to understand the experience of older people receiving aged care services.Operations staff schedule audits and provide administrative support to quality auditors to enable those audits.

The Audit Branch also engages extensively with stakeholders and collaborates internally across the Regulatory Operations Division and broader Commission to ensure any identified risks are appropriately escalated and managed.

The Operations Manager provides high-level support to the Assistant Director, Operations within the Audit Operations team. The role oversees the daily operations of the team and leads and coordinates team activities to ensure effective scheduling, planning and delivery of administrative support across the audit section.

Working with the Assistant Director, Operations, the Operations Manager collaborates with the Assistant Director, Operations Officer, Operations Support Officer and other operations teams within both the Audit section and the Regulatory Operations Division to ensure operational efficiency and alignment.

Duties

- Manage operation functions to support the delivery and implementation of the audit program at section level.
- Manage the day-to-day operational activities in alignment with business priorities, working closely with the Assistant Director to ensure delivery and accountability.
- Manage and oversee the service delivery functions including scheduling, travel booking, administrative coordination and team supervision.
- Plan, develop, coordinate, and maintain operational schedules, anticipating and resolving scheduling challenges to support timely delivery of section priorities.
- Monitor quality assurance practices, ensuring regulatory information is accurately uploaded, stored and shared through Commission systems.
- Manage team workflows and priorities to meet operational objectives and support effective delivery of audit operations.
- Support system integrity and reporting by maintaining effective tools, procedures and controls that promote accurate, timely and transparent regulatory operations.
- Establish and maintain collaborative stakeholder relationships to support strategic outcomes, enhance team cohesion and enable effective coordination of initiatives.
- Lead and facilitate operational initiatives, projects and continuous improvement to support the team, build capability and achieve the groups priorities.

Eligibility

- Demonstrated experience within operations, administrative management and/or project/service delivery roles within an identified framework to deliver outcomes.
- Demonstrated ability to apply judgement, intelligence and common sense to identify and respond appropriately to risk. Strong analytical skills and the ability to make sound operational decisions.
- Excellent interpersonal, oral and written communication skills and the ability to establish and maintain professional relationships with key stakeholders.
- Demonstrated organisational capability and ability to manage own and team’s evolving work in a high-pressure environment whilst supporting the shared purpose and direction of the team.
- Provide support to a team and introduce and respond to change and uncertainty in a positive manner, value individual differences and diversity.
- Capability to work in a busy environment, working with competing priorities and ability to effectively manage and prioritise workload among a team to deliver agreed outcomes.

- Proactively anticipate needs and priorities in managing work functions to achieve results and reliably respond to urgent requests.
- Ability to understand and apply principles of contemporary risk-based regulation reflected in the Commission's Regulatory Operating Model.
- Ability to mentor, train and upskill both new and existing employees.
- Experience and proficiency in the MS Office Suite of tools.
- Be an effective representative of the organisation, acting professionally including adhering to APS Values & Code of Conduct.

Desirable experience

- Understanding of the Australian aged care system.
- Experience working in a contemporary regulatory environment.

Notes

- Be an Australian citizen. For more information, please visit www.apsc.gov.au/citizenship-aps
- Satisfy a National Coordinated Criminal History Check
- Satisfy a pre-existing medical condition declaration

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

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission is the national regulator of Australian Government-funded aged care services. We protect and enhance the safety, health, wellbeing, and quality of life of people receiving aged care. This includes managing complaints and feedback about the care older people receive. We help build confidence and trust in aged care, by promoting best practice and a culture of safety and quality in the sector. We register providers and hold them to account if they don't meet expected standards of care. We work with providers, workers, older people, their families, and supporters to make sure they understand and uphold older people's rights.

To Apply

Position Contact	Jagoda Tasic, 02 8623 6246
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0772353

Aged Care Quality and Safety Commission

Closing Date:Sunday 20 September 2026

Regulatory Operations Division
Compliance and Enforcement Enforcement

Job Title	Assistant Director, Enforcement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Parramatta NSW
Salary	$122,620 - $139,850
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible office arrangements are approved on a case by case basis.
Classification	Executive Level 1
Position Number	418_07/26
Agency Website	

Job Description

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

About the Team

The Enforcement Team aligns with the Commission’s provider supervision and regulatory models, conducting investigations into alleged serious non-compliance with the Aged Care Code of Conduct and other conditions of registration relating to regulated entities (registered providers, responsible persons and aged care workers) obligations under the Aged Care Act 2024 and the Aged Care Rules 2025. The team focuses on enforcing compliance through various regulatory actions to hold providers and workers accountable for their conduct.

About the Role

The Assistant Director, Enforcement is responsible for leading and conducting complex enforcement investigations with minimal supervision which will involve serious non-compliance

with relevant provisions, which are likely to require a civil, criminal or other high level enforcement response.

Additionally, the Assistant Director, Enforcement leads a small team of Senior Investigators, providing leadership, direction and expert advice on civil, criminal and administrative enforcement matters. Older persons in receipt of aged care are some of the most vulnerable people in the community. As an Assistant Director, Enforcement, you will perform your duties with sensitivity, understanding that you will encounter material and information that may be quite confronting and distressing.

Duties

- Lead, manage and mentor a team of Senior Investigators undertaking Enforcement investigations and provide expert advice and assistance in relation to civil, criminal and administrative matters.
- Under broad direction, lead very complex and sensitive investigations, with minimal supervision, into the conduct and suitability of approved aged care providers, responsible persons and aged care workers, ensuring a high level of accountability and quality to support civil, criminal or administrative responses.
- Prepare detailed evidence briefs to initiate civil penalty proceedings in the Federal Court and criminal prosecutions through the Commonwealth Director of Public Prosecutions.
- Collaborate effectively with legal officers and other advisors under broad direction to develop effective compliance and enforcement strategies, acting as the primary liaison with external counsel on enforcement matters.
- Lead and provide specialised advice to a team of investigators in recognising the care needs of aged care recipients during enforcement investigations and support their participation through well-structured interviews, detailed statements, affidavits, and comprehensive evidence collection including through the use of statutory notices.
- Manage the secure collection, storage, and handling of evidential material and protected information gathered during investigations and other regulatory activities, ensuring compliance with relevant policies and procedures.
- Handle sensitive and potentially distressing material with professionalism and empathy, maintaining emotional resilience and conduct all investigative activities with a focus on the well-being and dignity of everyone involved.
- Produce high-quality investigation reports that provide clear, evidence-based insights to inform regulatory responses and support sound decision-making on remedial actions.
- Demonstrate strong negotiation skills by anticipating other parties' perspectives, presenting positions effectively, and strategically resolving complex matters, including advocating for enforcement outcomes based on evidence and engaging with stakeholders to achieve agreeable outcomes.
- Develop and maintain productive stakeholder relationships with external agencies, including the CDPP and other authorities, to support collaborative regulatory outcomes.
- Apply significant evaluative judgement by interpreting legislative intent and applying legislation to achieve regulatory outcomes, while making well-reasoned and strategic investigative decisions that support both enforcement outcomes and broader organisational objectives.
- Apply in-depth specialist knowledge of statutory, regulatory, and policy frameworks including the Aged Care Act 2024 and Regulatory Powers (Standard Provisions) Act 2014 to conduct Enforcement investigations and provide authoritative advice on very complex investigative matters.
- Hold or be eligible to obtain, appointment as an Authorised Commission Officer (ACO) to undertake field-based duties, subject to meeting all statutory and eligibility requirements.

Eligibility

To be successful in this role you will need to demonstrate the following:

- Proven ability to independently lead end-to-end complex enforcement investigations, applying contemporary enforcement methodologies, including conducting interviews and preparing statutory notices, to achieve quality outcomes with accountability and integrity.
- Demonstrated ability to lead, coach, and develop a high-performing, geographically dispersed team, building enforcement capability and delivering results in a complex regulatory environment.
- Advanced skill in producing high-quality reports and evidence briefs that support regulatory and enforcement objectives and inform decision making.
- Proven experience in interpreting and applying legislation, with the ability to rapidly acquire and apply knowledge of aged care statutory, regulatory, and policy frameworks such as the Aged Care Act 2024 and Regulatory Powers (Standard Provisions) Act 2014.
- Demonstrated ability to manage sensitive and complex information with composure and empathy, maintaining resilience while ensuring actions uphold respect, fairness and dignity and wellbeing of all involved.
- Advanced communication, negotiation and influencing skills, with the ability to build and maintain productive relationships with a diverse range of stakeholders, navigate complex interactions by effectively presenting arguments, understanding different perspectives, and driving outcomes that achieve objectives.
- Demonstrated ability to oversee the management of confidential and protected information and evidence with accuracy and confidentiality, ensuring processes align with relevant policies, procedures and obligations.
- Demonstrated ability to operate independently under broad direction, applying professional judgement, analytical thinking and evidence-based approaches to resolve complex issues.
- Strong capability in identifying opportunities for continuous improvement, implementing change to achieve quality outcomes, and supporting staff through change initiatives.
- Ability to obtain Authorised Commission Officer approval in line with Commission policy and to meet obligations in respect of statutory powers, suitability requirements and responsibilities associated with field-based duties, including any travel.

Role Specific Requirements

• Occasional interstate/intrastate travel may be required (applicable travel expenses are covered under the Commission’s travel policy).

• Required to provide evidence of seasonal influenza and COVID-19 vaccinations.

• Current drivers licence (unrestricted).

Mandatory Qualifications

• Qualifications related to enforcement (for example, A Diploma in Government Investigations; a degree in policing studies; a degree in justice studies, criminology or legal studies; a degree in intelligence and security; a Bachelor of Laws; or equivalent)

Desirable skills and experience

• Understanding of the Australian aged care system and the regulatory legislation underpinning it.

• Significant experience with another Government agency responsible for enforcing legislative frameworks in a regulatory environment.

Notes

- Salary offered will be between $122,620- $139,850 +15.4% superannuation per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.

Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600-words, including what strengths you would bring to the role, and a copy of your CV.

- Please complete the application and submit by 11:30PM Sunday 20 September 2026 AEST
- Follow our guidelines for candidate use of Artificial Intelligence (AI) throughout the recruitment process.

Please contact our Recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Tim Davies by emailing timothy.davies@agedcarequality.gov.au with Position title in the subject line.

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

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission is the national regulator of Australian Government-funded aged care services. We protect and enhance the safety, health, wellbeing, and quality of life of people receiving aged care. This includes managing complaints and feedback about the care older people receive. We help build confidence and trust in aged care, by promoting best practice and a culture of safety and quality in the sector. We register providers and hold them to account if they don’t meet expected standards of care. We work with providers, workers, older people, their families, and supporters to make sure they understand and uphold older people’s rights.

To Apply

Position Contact	Tim Davies, 07 3740 5105
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0772481

Aged Care Quality and Safety Commission

Closing Date:Sunday 27 September 2026

Corporate
Finance and Property Financial Governance

Job Title	Director, Financial Governance and Improvements
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Sydney NSW, Canberra ACT, Adelaide SA
Salary	$146,298 - $173,208
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements such as part time hours/working from home days may be considered
Classification	Executive Level 2
Position Number	20050446
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=4A149584-10E1-6A18-821A-ED4B2B0D385F

About the Team

The Finance and Property Branch is part of the Commission's Corporate Division and provides enterprise-wide leadership and oversight of financial management, procurement, and property functions. The Branch supports the Commission's operational and strategic objectives through the delivery of robust governance, effective resource management, and high-quality corporate services.

The Financial Governance and Improvements (FGI) Team is a key function within the Finance and Property Branch, responsible for strengthening the Commission's financial stewardship framework. The team drives continuous improvement in financial governance, systems, policies, controls and assurance processes to support accountable, transparent and effective financial management across the Commission.

About the Role

The Director leads the Financial Governance and Improvements team to strengthen financial capability across the Commission, drive improvements to financial systems and processes, and provide assurance that financial information, controls and reporting are accurate, reliable and compliant with legislative and whole-of-government requirements.

The role is responsible for developing and maintaining the Commission's financial governance frameworks, policies, controls, assurance activities and continuous improvement initiatives. Working closely with the Chief Finance Officer, the Director provides strategic leadership and expert advice on financial governance, risk, compliance and emerging regulatory requirements to support informed decision-making and organisational accountability.

Duties

The Director, Financial Governance and Improvements is expected to:

- Lead the Commission's financial governance framework, ensuring policies, controls, delegations and governance arrangements support effective stewardship of public resources and align with Commonwealth legislative and policy requirements.
- Lead the management of the Commission's Comcover and Compensation for Detriment caused by Defective Administration (CDDA Scheme) functions, ensuring effective governance, timely claims management, compliance with Commonwealth requirements, and the provision of advice that supports organisational risk management and informed decision-making.
- Provide strategic advice to the Chief Financial Officer, Executive and governance committees on financial governance, compliance, assurance, risk and emerging whole-of-government policy changes that may impact the Commission.

- Oversee the Commission's compliance obligations under the Public Governance, Performance and Accountability Act 2013 (PGPA Act), Australian Accounting Standards and relevant Commonwealth financial management resource frameworks.
- Lead financial assurance activities, including finance and property governance reviews, control monitoring, audit liaison and remediation programs, to provide confidence in the integrity, accuracy and reliability of financial systems and reporting.
- Drive continuous improvement initiatives across financial systems, processes, policies and controls to enhance efficiency, compliance, user experience and governance outcomes.
- Identify, monitor and manage financial governance risks, ensuring emerging issues are appropriately assessed, mitigated and escalated to support sound decision-making and organisational accountability.
- Build and maintain effective relationships with internal and external stakeholders, promoting consistent application of financial governance requirements and fostering a strong culture of accountability and compliance across the Commission.
- Develop organisational capability in financial governance, delivering guidance, education and support to strengthen financial literacy, governance awareness and control effectiveness across the Commission.
- Lead and develop a high-performing team, setting strategic direction, managing resources and performance, and fostering a culture of collaboration, innovation and continuous improvement.

Eligibility

To be successful in this role you will need to demonstrate the following:

- Demonstrated experience leading financial governance, compliance, assurance or financial management functions within a complex public sector environment.
- Strong knowledge of the PGPA Act, Australian Accounting Standards, Commonwealth financial management frameworks and public sector governance requirements.
- Exceptional strategic thinking, analytical and problem-solving skills, with the ability to translate complex technical issues into practical business solutions.
- Proven ability to provide trusted advice and influence senior executives and stakeholders on complex governance and financial matters.
- Highly developed communication, negotiation and stakeholder engagement skills.
- Demonstrated experience leading organisational change and continuous improvement initiatives.
- Strong leadership capability, including building organisational capability and developing high-performing teams.
- Sound judgement, resilience and the ability to manage competing priorities in a dynamic environment.
- Ability to obtain and maintain a Baseline Security Clearance.

Notes

- Salary offered will be between $146,298 - $173,208 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.

- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600-words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **11.30pm (AEST) Sunday 27th September 2026.**

Follow our guidelines for candidate use of Artificial Intelligence (AI) throughout the recruitment process.

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Christopher Davis by emailing Christopher.Davis@agedcarequality.gov.au with Position title in the subject line.

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

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To Apply

Position Contact	Christopher Davis, 02 86236253
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=4A149584-10E1-6A18-82

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Health

Vacancy VN-0772527

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

Closing Date:Tuesday 22 September 2026

ACSQHC
ACSQHC Measurement for Improvement

Job Title	EL1 Senior Project Officer, Measurement for Improvement
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$124,937 - $142,493
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	Executive Level 1
Position Number	20048699
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

ACSQHCHR@safetyandquality.gov.au

The Measurement of Improvement (MFI) Program is responsible for a range of projects to support the meaningful use of indicators, analysis and data, including clinical quality registries and clinical trials. These projects aim to support the feedback of safety and quality data to multiple levels of the health system including consumers, clinicians, administrators and funders. This work also supports the Commission’s national health information role and commitments under the National Health Reform Act 2011, and the National Health Reform and Information Agreements.

You will be a health policy, evaluation and evidence synthesis specialist:

- capable of independently conducting literature reviews and environmental scans

- critically evaluating Australian and international evidence
- consulting with stakeholders and subject matter experts
- synthesising qualitative and quantitative findings
- producing high-quality policy advice and recommendations regarding national safety and quality measurement frameworks.

Duties

Duties of the EL1 Senior Project Officer, Measurement for Improvement role will include, but are not limited to, the following:

1. Lead and undertake qualitative research and evidence synthesis, including literature reviews, environmental scans, stakeholder interviews and survey design, qualitative coding and thematic analysis, translating finding into evidence-informed recommendations
2. Design stakeholder consultation approaches, including surveys and questionnaires, and undertake qualitative analysis of findings to inform policy, evaluation and measurement development activities
3. Prepare high-quality reports, briefs, advisory group papers, correspondence, presentations and other documents for a range of audiences on complex healthcare issues
4. Undertake the complete range of project management activities including procurement and contract management activities to achieve the objectives of the work plan
5. Participate in, and present to, committee meetings, forums and workshops
6. Provide secretariat and project support for committees and expert groups where required
7. Collaborate with internal and external stakeholders to deliver work programs and achieve the Commission's strategic objectives
8. Undertake other duties as required and directed

Eligibility

The successful candidate will have:

- Demonstrated experience conducting complex literature reviews, environmental scans or evidence synthesis and translating findings into policy advice, recommendations or decision-making products.
- Demonstrated understanding of the Australian healthcare system and a sophisticated understanding of the key elements of healthcare safety and quality.
- Excellent written communication skills, including capacity to articulate complex concepts and policy issues in a coherent, accessible way.
- Excellent interpersonal skills, and a demonstrated ability to develop productive working relationships with a wide range of individuals and interest groups.
- Demonstrated ability to independently plan and deliver complex evidence review and policy analyses and manage competing priorities and stakeholder requirements

Notes

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

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

Candidates must be Australian citizens to be eligible to apply.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Questions about the role can be directed to Suraj Rasakulasingam (02) 7232 5838.

Closing date for applications is 11.59pm Australian Eastern Standard Time (AEST), Tuesday 22 September 2026.

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

About the 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) 7232 5838
Agency Recruitment Site	ACSQHCHR@safetyandquality.gov.au

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Health

Vacancy VN-0772458

Australian Digital Health Agency

Closing Date:Sunday 20 September 2026

Technology Services
Technology Operations Integrated Transition Management

Job Title	Release Coordinator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

We are seeking a proactive and organised Release Coordinator to play a key role in delivering technology changes that support Australia's digital health services. This is an excellent opportunity to apply or gain further exposure to enterprise-scale ICT operations, stakeholder engagement, governance and service delivery.

The Australian Digital Health Agency leads the national effort to digitally enable Australia’s health system. We support the delivery of person-centred, connected healthcare through the development and adoption of digital health services and systems. Our work includes managing My Health Record, Electronic prescriptions, and the 1800MEDICARE app, ensuring a healthier future for all Australians through connected healthcare.

As the Release Coordinator, you will work across a diverse range of technology initiatives, coordinating activities that ensure new systems, enhancements and technology changes are successfully delivered into production environments.

You will collaborate with technical experts, project teams, business stakeholders and external service providers to plan and coordinate releases, manage competing priorities, identify risks and support successful implementation outcomes.

Duties

Key Responsibilities

- Coordinating technology releases across major digital health platforms and services.
- Work with a broad range of stakeholders across business and ICT teams.
- Lead planning activities and facilitate meetings that drive delivery outcomes.
- Monitor risks, issues and dependencies and support informed decision-making.
- Prepare briefings, reports and release documentation for governance forums.
- Contribute to continuous improvement initiatives that enhance service delivery and operational performance

Key Criteria

- Demonstrated ability to coordinate complex pieces of work and deliver outcomes within agreed timeframes within a similar role.
- Effective communication skills, including preparing reports, briefings and presenting information to diverse audiences.
- Sound judgement, problem-solving ability and experience managing risks and issues.
- Strong organisational skills and ability to manage competing priorities.
- Demonstrated initiative, adaptability and ability to work under limited direction.
- ITIL Certification (Desirable)

Eligibility

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a Baseline security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

Our Benefits

- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life
- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.
- Collaborative workspaces with new technology available within central locations.
- Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, and Half Pay option.

How to apply

To apply for these opportunities, please submit your resume and a cover letter (1 page maximum) addressing the requirements outlined above and in the candidate pack.

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

For queries relating to the application process, please contact the Talent Acquisition team at careers@digitalhealth.gov.au. For position-specific enquiries, please refer to the contact details provided in the **candidate pack.**

Closing date: 20 September 2026, 11:30pm

Salary: $101,379 - $114,373 plus 15.4% superannuation, depending on skills and experience.

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Puneet Kush, careers@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0772472

Australian Digital Health Agency

Closing Date:Sunday 20 September 2026

Technology Services
Executive Executive

Job Title	Branch Support Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	$84,492 - $89,277
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

The **Australian Digital Health Agency** leads the national effort to digitally enable Australia's health system. We support the delivery of person-centred, connected healthcare through the development and adoption of digital health services and systems. Our work includes managing **My Health Record, Electronic prescriptions**, and the **1800MEDICARE app**, ensuring a healthier future for all Australians through connected healthcare.

The APS4 Branch Support Officer provides high-quality administrative, executive and business support to the Technology Services Division leadership team. The role supports the effective operation of the branch through coordination of executive activities, governance processes, corporate administration, stakeholder engagement and business support functions. Working within a divisional support team, the position helps ensure branch priorities, reporting obligations and operational objectives are delivered efficiently and professionally.

Duties

Key Responsibilities

· Provide executive support services including diary management, meeting coordination, travel arrangements and correspondence management.

· Deliver secretariat support by preparing agendas, coordinating meeting papers, recording minutes and tracking actions.

· Coordinate governance and business support activities, including reporting, correspondence management and monitoring deadlines.

· Support corporate administration functions such as finance, procurement, human resources and information management.

· Build productive stakeholder relationships and contribute to continuous improvement of branch processes, systems and documentation.

Key Selection Criteria

· Demonstrated experience providing high-quality administrative, executive or business support services in a professional environment.

· Proven ability to coordinate meetings and provide effective secretariat support for leaders and governance forums.

· Strong written and verbal communication skills, with the ability to build and maintain productive stakeholder relationships.

· Well-developed organisational skills, including the ability to manage competing priorities, meet deadlines and exercise sound judgement.

· High attention to detail, professionalism and discretion when handling sensitive or confidential information, supported by proficiency in Microsoft Office and corporate administration processes.

Eligibility

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a Baseline security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

Our benefits

· Salary packaging (also known as salary sacrifice) is available.

· Annual Christmas closedown– with no leave deduction!

· Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life

· Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

· Collaborative workspaces with new technology available within central locations.

· Agency Study bank: Our employees are eligible for financial assistance up to 100% of costs and up to 7.5 hours per week study leave as per our study assistance guidelines.

· Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, and Half Pay option.

How to apply

To apply for these opportunities, please submit your resume and a cover letter (1 page maximum) addressing the requirements outlined above and in the candidate pack.

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

Closing date:20 September 2026, 11:00pm

Salary: This role offers between $84,492 - $8,277 plus 15.4% superannuation depending on skills and experience.

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Ana Kirkman, ana.kirkman@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0772551

Australian Digital Health Agency

Closing Date:Monday 05 October 2026

Digital Solutions
Research Analytics and Data Data Strategy and Governance

Job Title	Data Governance Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$101,379 - $114,373
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible options available
Classification	APS Level 6
Position Number	0268_09/26
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the role

This APS 6, full-time ongoing opportunity is ideal for a professional who is passionate about strengthening organisational capability through effective data practices. As a Data Governance Advisor, you will contribute to the delivery of the Agency's data strategy by helping improve how data is managed, governed, and used across the organisation. Working with stakeholders across a range of business areas, you will provide advice and guidance to promote data quality, compliance, and informed decision-making, while supporting strategic initiatives and inter-governmental projects that enhance the Agency's data capability.

Reporting to the Data Governance team, you will coordinate data maturity assessments, maintain and improve the Agency's Data Asset Register, and develop communications and resources for a variety of audiences. You will work closely with Data Stewards and business stakeholders to embed sound data management practices, support key programs of work, and contribute to continuous improvement initiatives. The role also includes coordinating team administration activities, including SharePoint management, document control, template development, and meeting coordination.

Duties

Skills and experience

To be successful in this role, you will demonstrate:

- Demonstrated experience in data governance, data management, or information management, with a sound understanding of the data lifecycle, governance frameworks, and contemporary industry best practice.
- Strong stakeholder engagement and relationship management skills, with the ability to build productive partnerships, influence outcomes, and proactively resolve issues.
- Experience delivering data-related projects and initiatives in complex operating environments, supported by strong project management skills and sound judgement in managing sensitive information.
- Well-developed communication skills, with experience preparing clear advice, briefs, presentations, and guidance materials for a range of audiences, including senior stakeholders.
- Ability to interpret and implement policies, frameworks, and governance requirements, providing practical advice and guidance to support organisational objectives.
- Demonstrated commitment to continuous improvement, with the ability to identify opportunities, solve problems, and implement effective solutions that enhance business outcomes.

Eligibility

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a Negative Vetting 1 security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

Artificial Intelligence (AI) may be used to support parts of our recruitment process, such as refining recruitment materials, and transcribing and summarising recorded interviews, however all hiring decisions are made by people, with AI used ethically, responsibly, transparently and in accordance with privacy requirements.

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Talent Partner Team, careers@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0772414

Australian Institute of Health and Welfare

Closing Date:Sunday 20 September 2026

Various Various

Job Title	APS6 Senior Data Analysts (Bulk Round)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$101,024 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	112_09/26
Agency Website	

Job Description

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

The AIHW's APS employee census results reflect the strength of our positive and supportive workplace culture. We continue to foster an inclusive, flexible and high-performing organisation where people are treated with respect and courtesy, and where diversity is recognised, valued, and celebrated.

The results are a testament to the professionalism, commitment, and dedication of our staff, highlighting the strong connection they have to our purpose, our flexible ways of working, and the contribution we make to improving the health and welfare of Australians. We are also proud to be ranked among the top ten APS agencies, out of 112, for employee engagement, enabling innovation and wellbeing, demonstrating our ongoing commitment to creating a workplace where people can thrive and perform at their best.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development.

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people, people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the Benefits of working for the AIHW page of our website.

Duties

We are seeking people who are motivated by our purpose and who want to help shape the future of the AIHW. If you have demonstrated experience and knowledge in one or more of the following, we welcome your application:

- Analysis, insight and research
- Statistical analysis, data science
- Statistical modelling (prediction, explanation, inferential)
- Interpreting and communication data for impact
- Data linkage
- Data and cloud engineering
- Data development, data governance and policy design
- Health informatics/terminology
- Data evaluation
- Automation and workflow optimisation
- User adoption
- Responsible AI implementation and AI deployment and optimisation
- Predictive modelling, or geospatial/GIS (geographic information system) mapping

We encourage candidates from a wide range of disciplines. This may include (but is not limited to) qualifications or relevant work experience in statistics, epidemiology, demography, database administration, data science, health informatics, economics, actuarial studies, health sciences, social sciences, data mining, predictive modelling, or geospatial/GIS (geographic information system) mapping.

We are looking for people that are resilient and can handle sensitive subject matters as some of our roles involve working with sensitive and complex matters such as family, domestic and sexual violence, homelessness, child welfare, and mortality areas.

Demonstrated cultural capability is also important to the work we do, as many of our roles engage with First Nations matters and stakeholders.

Please refer to our position description for further information regarding the position summary.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute

A probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Please provide:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
2. Your current CV and the names of two referees and their contact details.

Please note, late applications will not be accepted.

Candidates applying for APS vacancies should follow the principles for candidate use of AI in recruitment.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Renee Wolford, 02 6249 5023
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0772428

Department of Health, Disability and Ageing

Closing Date:Thursday 10 September 2026

Independent Health Aged Care Pricing Authority Division
Pricing and Analytics Branch Pricing Development Section

Job Title	Technical Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$124,951 - $142,509
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working conditions by negotiation
Classification	Executive Level 1
Position Number	26-IHACPADIV-31986
Agency Website	

Job Description

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

IHACPA is seeking confident individuals looking to make a difference to health and aged care in Australia. Join our team to apply your data analytics and data science skills every day and have a

real impact on health and aged care policy and funding decisions in Australia. This position combines elements of data science, stakeholder management and leadership to contribute to IHACPA’s strategic goals.

Key responsibilities:

- Understanding and analysing data collected from public hospitals, private hospitals, aged care providers, and other government bodies to design statistical models and answer complex policy questions.
- Providing input to the development of cost and pricing models for public hospitals and aged care services.
- Providing specialist advice to various IHACPA working groups, managing relationships, and working with stakeholders on technical issues.
- Preparing analytic working papers and technical documentation to communicate technical issues to key stakeholders.
- Supporting the IHACPA Executive in explaining model results and other technical issues to external stakeholders.
- Collaborating with other sections on IHACPA’s broader work program.

Mandatory requirement

- Bachelor’s degree or higher in quantitative discipline such as mathematics, statistics, economics, etc, or equivalent professional experience.

Duties

Key capabilities:

- Demonstrated ability to undertake projects in an uncertain environment, including determination, tenacity and passion in the delivery of challenging projects.
- Highly developed technical and analytical capabilities, with demonstrated expertise in mathematical or statistical analysis and model development, supported by rigorous attention to detail.
- Demonstrated experience in developing clear and efficient code preferably using SAS, Structured Query Language (SQL), R, or Python to understand and analyse data.
- Ability to exercise sound judgement and deliver robust, pragmatic analysis while navigating policy, operational and stakeholder constraints.
- Demonstrated experience in contributing to a high performing multi-disciplinary team.
- Critical thinking skills, including the ability to develop and assess the quality and applicability of complex analysis and modelling.
- Demonstrated ability to communicate complex technical information that is appropriate for a range of audiences.

Desirable qualifications and experience

- Postgraduate qualification in quantitative discipline and/or health data science is highly desirable.
- Hospital and aged care pricing models, experience in health data science and analytics.
- Mathematical or statistical analysis and model development, particularly using health data, and experience using SAS, SQL, R, or Python in the context of data science and data analytics.

Eligibility

- To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
  - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
  - Completion of a medical declaration and pre-employment medical (where required),
  - Providing evidence of qualifications, and
- To be eligible for role, applicants must hold a Bachelor's degree or higher in quantitative discipline such as mathematics, statistics, economics, etc, or equivalent professional experience.

Notes

- Applications close 11:30pm AEST.
- Applicants are asked to quote reference number 26-IHACPADIV-31986 to assist when making an enquiry.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Samuel Webster, samuel.webster@ihacpa.gov.au
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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

Health

Vacancy VN-0772460

Department of Health, Disability and Ageing

Closing Date:Monday 21 September 2026

National Mental Health Commission Division
Suicide Prevention Office Branch Partnerships and Engagement Section

Job Title	Assistant Director, Partnerships and Engagement Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$124,951 - $142,509
Future Merit Locations	Woden, Surry Hills, Brisbane, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working conditions by negotiation.
Classification	Executive Level 1
Position Number	26-NMHCDIV-31964
Agency Website	

Job Description

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

The Assistant Director within the Partnerships and Engagement Section supports the Australian Government's suicide prevention priorities by fostering strategic partnerships and engaging with people with lived and living experience of suicide to inform policy, programmes and service delivery. The role builds and maintains productive relationships across Commonwealth, state and territory governments, portfolios and sectors to support a coordinated, evidence-based approach to suicide prevention. It facilitates cross-sector collaboration, provides strategic advice, and contributes to initiatives that address the social determinants of health and wellbeing. The Assistant Director supports the delivery of government priorities through inclusive, person-centred approaches that strengthen suicide prevention policy, programmes and outcomes.

Key responsibilities:

- Strategic project management and stakeholder engagement skills.

- Strong written and verbal communication skills that can be applied across a wide variety of channels.
- Ability to work effectively in distributed team arrangements across geographical locations.
- Developing relationships with people with a lived and living experience of suicide, and across governments, portfolios and sectors to promote a social determinants approach to suicide prevention.

Duties

Key capabilities

- Demonstrated ability to think strategically and apply this understanding to achieving results.
- Excellent stakeholder engagement skills, with demonstrated experience developing and maintaining positive relationships with diverse stakeholders, including people with lived and living experience of suicide, advisory bodies, government staff, suicide prevention service providers and community members.
- Highly developed verbal, written and listening communication skills, with demonstrated experience working collaboratively with diverse stakeholders and tailoring communication to varied audiences.
- Demonstrated sound experience in project management and strategic communication.
- Exceptional ability in utilising digital channels for communication and engagement including but not limited to managing websites, social media and consultation software platforms.
- Demonstrated secretariat skills and commitment to managing document workflow, maintaining databases, tracking engagements and preparing papers.
- The ability to work flexibly and contribute positively to small team dynamics.
- Sound judgement and organisational skills, including the ability to effectively manage multiple competing priorities and meet tight deadlines.

Desirable qualifications and experience

- Relevant qualifications including community advocacy, public policy, journalism and/or communication would be an advantage.
- At least five years’ experience in achieving results through project management and administration of engagement activities that inform systems change, either at the community or government level.
- Experience in mental health or suicide prevention will be highly regarded.
- People with a lived or living experience of suicide are strongly encouraged to apply.

Eligibility

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

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

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

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

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 26-NMHCDIV-31964 to assist when making an enquiry.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Ina Mullin, 0412377217
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0772589

National Health and Medical Research Council

Closing Date:Sunday 25 October 2026

Various Various

Job Title	Indigenous Internship Program 2026-2027
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$72,620 - $80,492
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Work From Home;Flexible;Hybrid
Office Arrangement Details	Remote
Classification	APS Level 3
Position Number	19-2026
Agency Website	https://www.nhmrc.gov.au/

Job Description

https://www.nhmrc.gov.au/about-us/careers/indigenous-virtual-internship-program

Are you passionate about health?

Do you want to contribute to Australia's future?

Do you see yourself working in the health and/or medical research?

If so, this may be the internship for you!

The National Health and Medical Research Council (NHMRC) invites current university students of Aboriginal and/or Torres Strait Islander heritage to apply for our Indigenous Internship Program. This dynamic program offers you the chance to dive into NHMRC's important work while enriching your academic journey with hands-on experience.

The NHMRC Indigenous Internship Program is available Australia wide as remote work, however candidates based in Canberra or Melbourne will have the option to work from the NHMRC office.

Each internship is unique, depending on your project you may have the opportunity to

- Engage directly with government processes involved in funding health and medical research
- Contribute to developing guidelines and addressing ethical challenges
- Explore how knowledge is shared and promoted across communities
- Gain a deeper understanding of public administration and accountability in action

What we offer

What truly makes us a great place to work? It is our people and the culture we have built together. With an 87% response rate in the 2026 APS Employee Census, NHMRC employees reported high levels of pride (90%), commitment (94%) and connection to our purpose (95%). NHMRC scored above the APS average across key employee experience measures, including wellbeing, innovation, communication and speak up culture. At NHMRC, you will find meaningful work, supportive leadership, flexible ways of working, and a collaborative environment where people can thrive and make a difference.

Applications close 11:30 PM AEDT Sunday, 25 October 2026

Duties

As part of the internship program, you will have the opportunity to take part in various projects to:

- Build and maintain effective relationships within NHMRC and with external stakeholders
- Provide critical operational and administrative support in exciting and impactful projects
- Draft communication with grant recipients and stakeholders
- Providing administrative support for corporate and project related activities such as:
    - Drafting communication messages to the research sector
    - Gathering and providing input to briefings and requests for information
    - Data extraction and analysis
- Bring fresh ideas and creative thinking to drive innovative improvements across the business

Core capabilities

The successful candidate will demonstrate the following capabilities:

- Strong written and oral communication skills and attention to detail
- Ability to build rapport and maintain strong stakeholder relationships within NHMRC and with external providers
- Accountability for completion of allocated tasks, review of work and contribute to team goals
- Being a self-starter and a reliable team member with a ‘can do’ attitude
- Ability to work independently and manage workloads, including prioritising urgent deadlines

Eligibility

To be eligible for the Indigenous Internship Program you must:

- Be enrolled in an undergraduate or master's degree in a health, medical research or science related field and provide evidence to confirm that you are of Aboriginal and/or Torres Strait Islander descent.
- Be available for approximately 200 hours from mid-November 2026 to mid-January 2027 (during the summer university break). However, there is flexibility around these timeframes.
- Submit a completed online application form with your Resume prior to the closing date and time, be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to undertake a Nationally Coordinated Criminal History Check.

How to apply

Complete and submit the online application form with the following:

- A statement of claims (max 500 words) outlining your motivation for applying to the internship. You should address how your skills, knowledge and experience align with the internship's specific duties and core capabilities while addressing one of the points below.
  - Why are you applying and what attracted you to apply?
  - What do you hope to achieve from the virtual internship at NHMRC?
  - How will this internship contribute to your undergraduate or postgraduate academic journey?
- Current Resume
- Contact details of two referees (one who must be of Aboriginal and/or Torres Strait Islander descent).
- Academic transcripts listing results achieved in the last 12 months

Notes

NHMRC recognises that Confirmation of Heritage is a deeply personal and sensitive matter, shaped by the complex histories of Aboriginal and Torres Strait Islander peoples. We acknowledge that obtaining formal documentation may take time in some circumstances. Candidates are encouraged to initiate this process early as you will be required to provide confirmation of your Aboriginal and/or Torres Strait Islander heritage prior to receiving a formal offer of employment.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

This vacancy has been nominated for filling within the agency's internship program. An internship designed to provide university students with a taste of work in the APS and, if applicable, an opportunity to gain academic credit through a work placement which is usually unpaid. Participants may receive mentoring and on the job support, and complete a work-based project as part of the placement.

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has

responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC's responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC's grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than $1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Sam Faulkner, (02) 6217 9526
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers/indigenous-virtual-internship-

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Health

Vacancy VN-0772455

Professional Services Review

Closing Date:Sunday 20 September 2026

Executive Unit

Job Title	General Counsel
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$232,938 - $281,034
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 1
Position Number	11788
Agency Website	https://www.psr.gov.au/

Job Description

https://beaumontandbeaumont.com.au/11788

Professional Service Review (PSR) is an Agency within the Health, Disability and Ageing portfolio whose work protects the integrity of the Medicare, child dental benefits and the pharmaceutical benefits programs (PBS). 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.

The General Counsel reports to the Director of PSR and is responsible for leading the Case Management Unit. The Case Management Unit supports the Director, Associate Directors, Committees and the Determining Authority (DA) to manage and progress cases which have been referred to PSR within the key performance indicator targets and statutory timeframes.

The General Counsel is expected to work collaboratively with the General Manager, who is responsible for leading the Corporate Support Unit. The Corporate Support Unit supports all aspects of corporate functions including executive and secretariat support, communications, parliamentary, ICT, finance, human resources, procurement, property and security.

Duties

The General Counsel is PSR's chief legal advisor and a member of the Executive Management Team (EMT), providing strategic legal advice to PSR decision makers including the Director, Associate Directors and Panel members and to executive leadership. The role supports effective decision-making, ensures legal and regulatory risks are appropriately managed, and represents the agency in key stakeholder engagements.

The General Counsel leads and manages PSR's legal function, building organisational legal capability and providing expert advice on the PSR Scheme and broader legal matters affecting the agency. Operating with a high degree of professional independence, the role contributes to agency-wide leadership and strategic direction.

The General Counsel leads the Case Management Unit, ensuring the delivery of high-quality legal services and case management outcomes. This includes setting priorities, managing resources, developing team capability and fostering continuous improvement to support the agency's objectives.

The role provides leadership consistent with APS Values and the Code of Conduct, promotes a safe and inclusive workplace, and supports staff development and wellbeing.

As an *Officer* under the *Work Health and Safety Act 2011*, the General Counsel has a personal duty to exercise due diligence in relation to work health and safety. This requires the proactive oversight of WHS governance, risk management and assurance arrangements, ensuring that adequate resources, systems and controls are in place to support a safe and healthy workplace and that the organisation meets its legislative WHS obligations.

The General Counsel's duties include:

- leading and developing a high-performing team of legal and non-legal staff, fostering capability, professionalism and ethical conduct, promoting staff learning by fostering a culture of continual improvement and building organisational legal capability through coaching and guidance
- leading and managing the Case Management Unit, establishing strategic priorities of the team, and taking responsibility for implementing workplans consistent with agency objectives
- contributing as a key member of the EMT shaping strategic direction and organisational planning and performance
- providing strategic and high level advice to PSR Scheme decision makers, the Director in their capacity as the Accountable Authority of the agency and the EMT on PSR's statutory, corporate and operational responsibilities including on matters arising under the Health Insurance Act 1973 and complex and high-risk matters
- overseeing the progression of PSR's case work and providing support to the legal officers to assist them to be able to advise PSR decision makers and draft and settle reports within the key performance indicator targets and statutory timeframes

- overseeing the agency's legal advice, input to legislation, litigation, disputes, investigations and freedom of information and privacy matters including identifying and managing areas of high legal and regulatory risk for the agency and oversight of external legal providers to support effective delivery of legal services
- contributing to the development of continuous improvement of governance instruments, frameworks and internal policies including as a conflict of interest declarations officer
- responsibly exercising delegated functions and powers and duties including in relation to human resources, finances and entering into contracts and agreements under which Commonwealth funds may become payable
- representing PSR at various forums as required including stakeholder forums, Department of Health, Disability and Ageing forums, and at Senate Estimates
- contributing to the broader leadership cohort within the Australian Government Legal Service consistent with the General Counsel Charter
- participating in PSR's quarterly Audit and Risk Committee meetings
- contributing to decisions made by the EMT.

Eligibility

This vacancy is open to Australian citizens only and you must have the ability to obtain and maintain a Baseline security clearance.

To apply

Please read through the Candidate Information Kit, available at https://beaumontandbeaumont.com.au/11788 for detailed information about this vacancy, key responsibilities and the expectations of the role.

Submit your application to https://beaumontandbeaumont.com.au/11788 by the closing time and date advised in the Candidate Information Kit.

Your application must include:

a 750 word (maximum) pitch telling us how your skills, knowledge, experience and qualifications make you the best person for the job and to perform at the relevant classification level

your resume or Curriculum Vitae (CV), with a maximum of 3 pages

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

For more information about this role, including the expectations of the role, key responsibilities and how to apply, please review the Candidate Information Kit available at https://beaumontandbeaumont.com.au/11788

Notes

What we offer you

You will have access to:

• negotiable salary entry points

• attractive 15.4% superannuation

• free car parking at Brindabella Business Park

• flexible working conditions

• salary sacrificing options including superannuation

• professional learning and development opportunities

• family friendly and work life balance provisions

• support for diversity, good health and wellbeing

• breastfeeding friendly workplace accreditation

• an engaged social club that facilitates activities to celebrate our people and build connections.

Our office is located at Brindabella Business Park, ACT, located 10 minutes from the CBD. Brindabella Park hosts a dedicated gymnasium, sports facilities, cafe and restaurant dining, conference facilities, a childcare centre and provides a calendar of social events

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

About the Professional Services Review

Professional Services Review is a small statutory authority tasked to review and investigate Medicare-referred cases of possible inappropriate practice relating to Medicare, the Child Dental Benefits Scheme and the Pharmaceutical Benefits Scheme. We

operate flexibly and exercise high level leadership skills and undertake a diverse breadth of work. PSR is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experience. PSR welcomes applications from people of all genders, people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander peoples, mature age people, and people with disability. PSR provides a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of PSR with the needs of the individual. Flexible working options may include full time/part time working arrangements, working from home or working remotely. To find out more, visit our website at www.psr.gov.au

To Apply

Position Contact	Jonathan Beaumont, (02) 6126 4500
Agency Recruitment Site	https://beaumontandbeaumont.com.au/11788

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Home Affairs

Vacancy VN-0772456

National Emergency Management Agency

Closing Date:Wednesday 23 September 2026

People Governance & Integrity

Job Title	Director - People, Governance and Integrity
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$146,579 - $174,452
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 2
Position Number	JR 142052
Agency Website	https://nema.gov.au/about-us

Job Description

https://jobs.homeaffairs.gov.au/job-invite/142052/

This is an outstanding opportunity for an experienced leader to make a significant impact across the National Emergency Management Agency (NEMA) by shaping strategy, driving organisational performance, and influencing key business outcomes.

As a key leader within the People, Governance and Integrity Branch, you will lead a diverse portfolio that may include human resources, governance, risk management, audit and assurance, integrity, and related functions. Working in a complex and dynamic environment, you will drive initiatives that strengthen organisational capability, support effective decision-making, and position NEMA for future success.

You will partner closely with executives and managers across NEMA, providing trusted advice on complex and sensitive issues while delivering practical, innovative, and sustainable solutions. Whether leading strategic workforce initiatives, human resources services, governance frameworks, integrity programs, risk management activities, or assurance functions, you will play a pivotal role in supporting organisational priorities and fostering a high-performing culture.

Leading a talented and high-performing team, you will create an environment of collaboration, accountability, inclusion, and continuous improvement. You will identify emerging challenges and opportunities, influence outcomes at senior levels, and drive meaningful change that enhances both employee and organisational performance.

Success in this role will require strong leadership capability, sound judgement, strategic thinking, and the ability to build trusted relationships with stakeholders at all levels. You will bring experience leading relevant complex portfolios, navigating competing priorities, and delivering results in a fast-paced and evolving environment.

At times staff within NEMA may be required to work outside of standard business hours, particularly during the high-risk weather season.

Why this role?

This role offers a unique opportunity to lead enterprise-wide initiatives, shape organisational capability, and deliver outcomes that create lasting value for NEMA and its people. You will:

- Influence strategic decisions and organisational direction
- Lead impactful portfolios across people, governance, risk, assurance, and integrity functions
- Partner with senior executives and managers on complex organisational challenges
- Drive transformation, innovation, and continuous improvement
- Lead and develop high-performing teams
- Contribute to a culture of excellence, accountability, and trust.

Why join NEMA?

This is an opportunity to join a collaborative leadership team and help shape the agency's workforce, culture, governance and capability. Working closely with your peers and key senior stakeholders, you will influence strategic decisions, lead meaningful initiatives and contribute to a high-performing, engaged and future-ready workforce.

At NEMA, you'll work alongside dedicated professionals in an environment that values collaboration, innovation and public service. The role offers a diverse and rewarding leadership opportunity with the scope to make a significant impact across the organisation, while contributing to the capability, wellbeing and resilience of the workforce that supports Australia's emergency management arrangements.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people 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.

Duties

- Lead strategic programs, functions and initiatives that support NEMA’s priorities, organisational performance and future capability
- Provide authoritative advice and influence decision-making on complex, sensitive and high-impact matters
- Develop and implement strategies, frameworks and solutions that strengthen organisational effectiveness, governance and capability
- Lead and develop a high-performing team, fostering a culture of collaboration, inclusion, integrity and continuous improvement
- Build and maintain productive relationships with stakeholders to achieve strategic outcomes and drive organisational success
- Lead organisational change and continuous improvement initiatives, identifying emerging risks, challenges and opportunities
- Ensure the effective stewardship of resources, budgets, risks and compliance obligations to deliver agreed outcomes
- Contribute to enterprise leadership, strategic planning and decision-making, promoting a culture of excellence, integrity and accountability across NEMA.

Experience, skills and qualifications

As an Executive Level 2 leader, you will demonstrate the ability to provide strategic leadership, influence organisational outcomes and deliver results in a complex and dynamic environment.

To be successful in this role, you will demonstrate:

- Demonstrated expertise in one or more relevant fields, such as human resources, workforce strategy, governance, risk management, audit and assurance, integrity, organisational capability, or related disciplines
- Proven experience leading complex functions, programs or initiatives and delivering strategic and operational outcomes
- The ability to provide authoritative advice on complex and sensitive matters and influence decisions at senior levels
- Strong strategic thinking, sound judgement and the ability to manage competing priorities and organisational change
- Experience leading, developing and motivating high-performing teams to achieve results
- Excellent stakeholder engagement, communication and relationship management skills, with the ability to build trust and influence outcomes
- The ability to identify emerging risks, challenges and opportunities, and develop practical, innovative and sustainable solutions
- Experience managing resources, budgets, risks and compliance obligations to achieve business objectives.

Desirable qualifications

Relevant tertiary qualifications and/or professional certifications in a related and relevant discipline.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process and successfully undergo a National Police Check
- Obtain and maintain a Baseline Vetting (AGSVA) security clearance
- Satisfy a probation period (if applicable)
- Undergo a health assessment (if applicable).

Notes

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

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact recruitment@homeaffairs.gov.au.

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

About the National Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Giorgina Strangio, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/142052/

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Industry, Science, Energy and Resources

Vacancy VN-0772430

Australian Nuclear Science and Technology Organisation

Closing Date:Sunday 13 September 2026

Finance and Business Support
Group Finance WHS Management Systems

Job Title	Senior Capital Accountant
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$138,455 - $154,976
Future Merit Locations	Lucas Heights
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-2656
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

https://careers.ansto.gov.au/job/Sydney-Senior-Capital-Accountant-NSW/1366806466/

Senior Capital Accountant

Position Overview

- Ongoing | Full Time | Band 7: $138K – $155K | + 15.4% super | Salary packaging available

- Lucas Heights, Sutherland Shire | Flexible work practices | Onsite childcare | Fitness Passport
- Free onsite parking | pool, soccer field & café | ANSTO bus service available
- Play a pivotal role overseeing ANSTO's capital portfolio, delivering robust asset governance, financial assurance and audit-ready reporting.

About the Opportunity

The Senior Capital Accountant is ANSTO’s enterprise technical authority for capital and asset accounting, providing senior assurance over capital governance, fixed asset accounting, financial reporting integrity and audit readiness across the capital portfolio and fixed asset environment.

About You

"You're a technically strong accounting professional who thrives on complexity and enjoys being the go-to expert for capital and asset accounting. With a keen eye for detail and a commitment to financial integrity, you're confident navigating governance frameworks, audit requirements and financial reporting standards. You combine deep technical expertise with the ability to build trusted relationships across the business, providing clear advice and assurance that supports sound investment decisions and organisational success." Graham Martin, Group Financial Controller.

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Working with us you will enjoy

ANSTO offers training and development, performance-based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:

- 18 weeks Parental leave for primary caregiver
- 14 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

Duties

Your Duties and Responsibilities

- Provide enterprise-level technical accounting direction for capital projects, major OPEX projects, assets under construction and capitalisation matters.
- Own and maintain capital and asset accounting policies, controls, guidance, templates and decision tools.
- Provide senior assurance over fixed assets, capital work in progress, reconciliations, valuations, impairments, disposals and reporting outcomes.
- Review, challenge and influence capital governance submissions where accounting treatment, audit evidence or financial reporting risk is material.
- Resolve complex and precedent-setting capital and asset accounting matters with Finance, EPMO, project teams, asset owners, auditors and valuers.

Please view the full Position Description.

Eligibility

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Graham Martin on +61 2 9717 9570. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 13 September 2026 at 11:59pm

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM.

Notes

About the Australian Nuclear Science and Technology Organisation

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

To Apply

Position Contact	Donna Mansfield, (02) 9717-9361
Agency Recruitment Site	https://careers.ansto.gov.au/job/Sydney-Senior-Capital-Accountant-NSW

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Industry, Science, Energy and Resources

Vacancy VN-0772457

Australian Nuclear Science and Technology Organisation

Closing Date:Monday 14 September 2026

Nuclear Operations Safety and Security
High Reliability Preparedness Response and Collaboration

Job Title	Safety and Liaison Officer
Job Type	Full-Time, Non-Ongoing
Location	Lucas Heights NSW
Salary	$100,445 - $134,236
Future Merit Locations	Lucas Heights
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-2359
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

https://careers.ansto.gov.au/job/Sydney-Safety-and-Liaison-Officer-NSW/1366866866/

Safety Liaison Officer

Position Overview

- Fixed-term 2 years | Fulltime | Band 5/6 (Linked) role $100K - $134K | + 15.4% super | Salary packaging available
- Lucas Heights, Sutherland Shire | Flexible work practices | Onsite childcare | Fitness Passport
- Free onsite parking | pool, soccer field & café | ANSTO bus service available
- Provide expert WHS advice and coordinate with key stakeholders to enhance safety performance across a diverse scientific and operational organisation.

About the Opportunity

The Safety and Liaison Officer facilitates communication and coordination among different agencies and entities with ANSTO in addition to providing expert, independent, pragmatic and professional work health and safety (WHS) advice to all administrative, science and research, and operational areas across the organisation, supporting ANSTO’s commitment to provide and promote a safe and healthy working environment for all employees, contractors, visitors and

members of the public. As subject matter experts, the WHS Advisor works directly with stakeholders and management to identify, assess and control conventional hazards in accordance with the WHS Act, WHS regulations, codes and industry best practice. The WHS Advisor plays a key role in maintaining and continuously improving WHS across the organisation.

About You

"I'm looking for a collaborative and influential safety professional who enjoys partnering with diverse stakeholders to achieve positive safety outcomes. You will bring sound WHS expertise, strong communication skills, and a practical, solutions-focused approach, helping to create safe, healthy and high-performing workplaces where people can do their best work." Prashant Maharaj, Radiological Emergency Manager.

About Us

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Working with us you will enjoy

ANSTO offers training and development, performance-based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
    - 18 weeks Parental leave for primary caregiver
    - 14 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

Duties

Your Duties and Responsibilities

The key accountabilities - Band 5

- Provide WHS (Work Health and Safety) and Radiation Protection assurance to ANSTOand in particular Emergency Operations by assisting leaders and staff to develop and implement risk-based work solutions for specific tasks while understanding and taking into consideration each unique operational aspects.
- Participate and contribute towards ANSTO roles and responsibilities in their VSP(N) activities such Port validation activities and assisting in reviewing and updating documents relating to activities as per OPSMAN1 (Operational Manual -Defence)
- Support the Emergency operations with relationships, negotiate with clients and adapt communication styles to suit levels of technical understanding to reach agreement on desired outcomes.
- Support emergency safety programs, facilitate evaluation and analysis of mental health first aiders, first aiders, and building wardens to ensure they remain current with industry best practices and are prepared for potential emergencies.
- Demonstrate strong leadership qualities, working consultatively and collaboratively with project leaders, clients, and high reliability staff to develop relationships as a basis for influence, mentoring and providing integrated technical and strategic advice of PRC goals and objectives;

Please view the full Position Description which also shows the Band 6 accountabilities or click Apply to view.

Eligibility

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Prashant Maharaj on 0458 207 150. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 14 September 2026 at 11:59pm

All applicants must be Australian citizens.

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our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM.

Notes

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To Apply

Position Contact	Donna Mansfield, (02) 9717-9361
Agency Recruitment Site	https://careers.ansto.gov.au/job/Sydney-Safety-and-Liaison-Officer-NSW/

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Industry, Science, Energy and Resources

Vacancy VN-0772421

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Wednesday 16 September 2026

Job Title	Industrial Relations Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Hobart TAS, Canberra ACT, Brisbane QLD
Salary	$135,571 - $158,863
Future Merit Locations	Melbourne, Hobart, Canberra, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Hybrid and flexible work arrangements available
Classification	
Position Number	104018
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/

Role highlights

- **Lead CSIRO’s strategic industrial relations agenda and enterprise bargaining activities**
- **Deliver expert advice on complex workplace and industrial relations matters**
- **Partner with senior leaders to influence strategic workforce and organisational outcomes**
-

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

Visit CSIRO.au for more information.

The opportunity

CSIRO is seeking an experienced **Industrial Relations Manager** to lead and support our Industrial Relations team and provide expert, practical advice across the organisation.

In this leadership role, you will be a trusted advisor to executives, leaders and People professionals, helping navigate complex workplace relations issues, leading enterprise bargaining activities and representing CSIRO in external forums. You will build strong relationships with internal stakeholders, unions, employee representatives and external agencies, while leading a team of industrial relations specialists to deliver high-quality outcomes.

If you are a strategic industrial relations leader looking to influence organisation-wide outcomes in a purpose-driven environment, we'd love to hear from you.

Duties

- Investigating, interpreting and providing expert advice on complex employee, legislative and industrial agreement matters.
- Leading and supporting CSIRO’s bargaining team during negotiations for new enterprise agreements.
- Representing and advocating for CSIRO in industrial tribunals, commissions, sector groups and negotiations.
- Advising CSIRO leaders and People teams on a broad range of employment and industrial relations matters.
- Managing industrial disputes through effective advocacy, negotiation and stakeholder engagement.
- Leading the development and implementation of CSIRO and Canberra Deep Space Communication Complex enterprise agreement strategies.
- Providing strategic advice on emerging organisational initiatives and CSIRO’s future industrial landscape

Eligibility

Role particulars

Location: Melbourne (Clayton), Canberra, Brisbane or Hobart preferred

Salary: AU$135k - AU$158k pa + 15.4% superannuation

Tenure: Indefinite, Full-time

Flexible work arrangements available

Reference: 104018

As the successful candidate, you will bring:

- Tertiary qualifications in Law, Human Resource Management, Industrial/Employee Relations, Employment Law or related discipline from a recognised university.
- Relevant experience as a leader, providing advice and managing complex workplace, industrial and employee relations matters.

- Comprehensive and specialist knowledge and understanding of Fair Work Commission cases and the legislative, regulatory, and industrial instruments in relation to employment and industrial relations.
- Strong problem-solving skills to resolve matters where policy, guidelines, and precedents are not available and the exercise of advanced professional skills to resolve emerging or complex problems as required.
- Superior interpersonal skills exemplified by experience influencing, establishing, and maintaining strong, collaborative working relations with internal and external stakeholders, including key regulatory bodies.
- Demonstrated professional and respectful behaviours and attitudes in a collaborative environment.
-
- **Desirable**
- Master’s qualifications in Law, Human Resource Management, Industrial/Employee Relations, Employment Law or related discipline from a recognised university.
- Comprehensive and specialist IR knowledge within a commonwealth government environment.

For full details about this role, and other criteria, please review the Position Description.

Support and workplace adjustments

We offer a range of reasonable supports and workplace adjustments. Please reach out to the contact person in the Position Description if we can help you to equitably participate in our recruitment process or the role itself.

Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact person in the Position Description.

Setting you up for success

We are committed to providing a recruitment process that is fair, equitable and accessible to everyone. We recognise that it may be helpful for us to adjust our process to make it equitable for your individual situation. Please reach out to the contact on page 1 of the position description, to let us know how we can support you.

Life at CSIRO and flexible work arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, benefits and career development opportunities. To find out more, visit Careers at CSIRO.

Inclusion and belonging

Solving Australia's greatest challenges takes a diversity of minds and lived experiences. We know diverse teams are more effective and deliver more innovative outcomes. As an equal employment opportunity organisation, we are committed to creating diverse and inclusive teams where people feel they belong. We recognise true diversity encompasses all ages, abilities, cultures, faiths, levels of education, genders, sexualities, diversity of thought and much more. We focus on hiring people who share our values of People First, Further Together, Making it Real and Trusted.

CSIRO holds Platinum Status for the Australian Workplace Equality Index for LGBTQIA+ inclusion, and a Science in Australia Gender Equity Bronze Award.

Eligibility

Applications for this position are open to Australian Citizens, New Zealand Citizens and Australian Permanent Residents.

Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

How to apply

Please apply online and submit a cover letter (maximum 2 pages) and CV that demonstrate your motivation and ability to meet the essential requirements of this role.

Applications close

16th September 2026, 11pm (AEST)

Notes

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by

impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Clint Smith, +61 3 9662 7136
Agency Recruitment Site	https://jobs.csiro.au/

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Industry, Science, Energy and Resources

Vacancy VN-0772574

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Wednesday 16 September 2026

Finance

Job Title	Finance Coordinator - External Budgets and Capital (104027)
Job Type	Full-Time, Non-Ongoing
Location	Black Mountain ACT, Brisbane QLD, Clayton VIC
Salary	$118,102 - $127,808
Future Merit Locations	Black Mountain, Brisbane, Clayton
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	
Position Number	104027
Agency Website	http://www.csiro.au

Job Description

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our vision towards reconciliation.

Role highlights

- **Support CSIRO’s external budgeting and capital planning**
- **Deliver trusted financial advice and insights**
- **12-month term opportunity with 15.4% super**

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

Visit CSIRO.au for more information.

The opportunity

As the Finance Coordinator - External Budgets and Capital you will play an important role in supporting CSIRO’s financial sustainability by providing expert budgeting, financial management and accounting support across CSIRO and its controlled entities.

Working closely with internal stakeholders, you will deliver timely and accurate budget information, provide advice on Commonwealth Budget processes, and contribute to key financial planning and reporting activities.

Duties

High-level duties include

- Provide advice and support to business units on the development of New Policy Proposal (NPP) costings including detailed costing justifications.
- Lead and undertake external budget and capital budget process and budget documentation including maintenance of external budgets in the Central Budget Management System (CBMS).
- Lead the development and preparation of Budget publications including Portfolio Budget Statements (PBS) and Portfolio Additional Estimates Statements (PAES), as well as internal capital budgeting and preparation of CSIRO’s Capital Management Plan.

- Lead and undertake government reporting requirements, including Actuals reporting in CBMS and preparing CSIRO coordinated responses to Estimates Memoranda.
- Develop and provide strategic and technical advice on complex and sensitive matters including, the Budget Process Operational Rules, Australian Government Resource Management Framework, Ministerial submissions, Senate Estimate briefs and responses to Ministerial correspondence.
- Lead and assist with knowledge transfer across CSIRO Finance with the development and training of staff both inside and outside the immediate team.

Role particulars

Location and office arrangements: Canberra, Brisbane, Melbourne

Salary: AU$118,102 – AU$127,808 per annum plus 15.4% superannuation

Tenure & work schedule: Specified term of 12 Months, Full time (Hybrid working available)

Reference: 104027

Eligibility

As the successful candidate, you will bring:

Essential criteria

- Relevant Degree in accounting, commerce or business as well as study towards (or completion of) the CA or CPA Program, or equivalent relevant work experience.
- Demonstrated technical knowledge and/or experience in external budgeting, and an understanding of the Australian Government financial framework, financial reporting and budget process.
- Demonstrated ability in developing and communicating financial management advice with a strong focus on business partnering with key internal and external stakeholders.
- Demonstrated sound judgement, forward thinking and impactful problem-solving skills to resolve accounting and budgeting issues in an accurate and timely manner.
- Demonstrated capability in developing positive and productive relationships with internal and external stakeholders at all levels. Experience providing technically accurate, timely and consistent advice and services to relevant stakeholders.
- Demonstrated proficiency in using the Microsoft Office Suite programs and systems such as CBMS.

For full details about this role, and other criteria, please review the Position Description.

Notes

Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact person in the Position Description.

Setting you up for success

We are committed to providing a recruitment process that is fair, equitable and accessible to everyone. We recognise that it may be helpful for us to adjust our process to make it equitable for your individual situation. Please contact Careers.online@csiro.au and let us know how we can support you.

Life at CSIRO and flexible work arrangements

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Inclusion and belonging

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CSIRO holds Platinum Status for the Australian Workplace Equality Index for LGBTQIA+ inclusion, and a Science in Australia Gender Equity Bronze Award.

Eligibility

This is a security assessed position, applications for this position are open to Australian Citizens only with the successful candidate being required to be able to obtain and maintain a security clearance at the Baseline level. Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

How to apply

Please apply online and submit a cover letter (maximum 2 pages) and CV that demonstrate your motivation and ability to meet the essential requirements of this role.

Applications close

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

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To Apply

Position Contact	Careers Online, 1300 984 220
Agency Recruitment Site	https://jobs.csiro.au/

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Industry, Science, Energy and Resources

Vacancy VN-0772275

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 30 September 2026

Job Title	Senior Member - Anti-Dumping Review Panel
Job Type	Part-Time, Non-Ongoing
Location	Perth WA, Brisbane QLD, Sydney NSW, Melbourne VIC, Hobart TAS, Adelaide SA, Canberra ACT, Darwin NT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	This vacancy is based Australia-wide and remote working is supported
Classification	Statutory Appointment
Position Number	1192_08/26
Agency Website	https://www.industry.gov.au/

Job Description *https://industrycareers.nga.net.au/?jati=C081220D-D8FB-2569-834A-ED38C858BB17*

International Trade Remedy Focus

As part of the Australian Government's commitment to a strong and robust anti-dumping and countervailing system, the Department of Industry, Science and Resources (Department) is seeking expressions of interest from persons who would like to be considered for appointment as Senior Member of the Anti-Dumping Review Panel (Review Panel) for a period of up to three years.

The Review Panel reviews certain anti-dumping decisions made by the Minister and the Commissioner of the Anti-Dumping Commission under Part XVB of the *Customs Act 1901* (the Act). The Review Panel's work is complex and technical, requiring the application of administrative law principles to specialised trade remedies matters.

The Review Panel supports the integrity of Australia's trade remedies system by ensuring review outcomes are independent, legally sound, timely, consistent and accessible.

Each review is conducted by a single Member or the Senior Member, who exercises independent judgment and produces fair, objective and well-reasoned reports or decisions in accordance with the Act, administrative law principles and best-practice merits review decision-making.

The Review Panel operates in a demand-driven environment. It must support efficient, accessible and timely review processes for participants in Australia's trade remedies system.

Selection criteria

A. Qualifications, knowledge or experience

To be eligible for appointment to the Review Panel, the successful candidate must have qualifications, knowledge or experience that satisfy the statutory appointment requirement under section 269ZP(4) of the Act. This may include, but not be limited to, qualifications or substantial experience in law, economics, commerce, public administration, trade remedies, regulation, tribunal practice or complex administrative law decision-making.

B. Senior leadership and governance experience

The successful candidate will have significant senior leadership experience, a strong understanding of effective organisational governance, and the capacity to perform and deliver the Senior Member's statutory functions under the Act. They will be able to support best-practice merits review decision-making, promote consistent, fair and timely review processes, support the development and performance of Panel Members, and lead the broader procedures and operations of the Review Panel.

C. Integrity, independence and accountability

The successful candidate will exemplify the highest standards of integrity, impartiality and accountability, and demonstrate the ability to embed and promote these standards in a statutory decision-making environment.

D. Specialist expertise

Demonstrated capacity to understand and assess complex factual, economic, legal and procedural issues in anti-dumping, countervailing or comparable regulatory matters. Direct experience in Australia's trade remedies system would be highly regarded.

E. Merits review decision-making

The successful candidate will have demonstrated expertise in making, reviewing or advising on complex administrative decisions. They will be able to apply procedural fairness, assess evidence, identify relevant considerations, reason transparently and produce clear, objective and defensible written outcomes.

F. Communication and report writing

The successful candidate will have excellent written and oral communication skills, including the ability to explain complex issues clearly, produce well-structured written reasons, reports and advice, and engage constructively with parties, Panel Members, departmental officials and other stakeholders.

G. Delivery in a statutory environment

The successful candidate will have demonstrated ability to lead and manage work in a demand-driven statutory environment, including by balancing competing priorities, managing sensitive matters and delivering high-quality outcomes within statutory, procedural and administrative timeframes.

Duties

The Australian Government is seeking an outstanding leader with sound judgment, demonstrated independence and relevant specialist expertise for appointment as Senior Member of the Review Panel. The Senior Member is a key statutory leadership role, combining independent merits review responsibilities with leadership of Review Panel practice, quality, capability and effective review operations.

The Senior Member has statutory responsibilities for allocating reviews and approving application forms. In addition, the Senior Member undertakes independent reviews of decisions made under Part XVB of the Act.

Working closely with the Secretariat and the Department, the Senior Member leads the overall business of the Review Panel and supports efficient, effective and timely review operations. The

Senior Member sets clear practice expectations, promotes consistent and fair review processes, and provides intellectual leadership on best-practice merits review decision-making.

The Senior Member also supports the quality and defensibility of Review Panel decisions and reports, including by conducting or arranging appropriate peer review before publication. The role requires the capacity to promote high standards of analysis, procedural fairness, reasoning and consistency across the Review Panel's work.

Eligibility

Eligible applicants must have the ability to obtain and maintain a minimum of a Baseline security clearance (this includes being an Australian Citizen).

Notes

For further information about Australia's anti-dumping and countervailing system, please refer to www.adcommission.gov.au. For information about the Review Panel, please refer to www.adreviewpanel.gov.au.

The Department consolidates the Australian Government's efforts to drive economic growth, productivity and competitiveness by bringing together industry, resources and science. Our Department is progressive, people-focused, and committed to the development, health and wellbeing of its employees. We encourage and value a diverse workforce. People with diverse backgrounds, Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply.

A merit list may be created as part of this selection process and may be used to fill similar vacancies for appointments to the Review Panel.

This vacancy is based Australia-wide and remote working is supported. Please reach out to the contact officer to discuss this further.

About the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQA+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Review Panel Secretariat, 02 6276 1781
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=C081220D-D8FB-2569-834A-ED3

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Industry, Science, Energy and Resources

Vacancy VN-0772368

Department of Industry, Science and Resources (DISR)

Closing Date:Friday 11 September 2026

National Measurement Institute
Chemical & Biological Metrology Reference Materials

Job Title	Quality Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	North Ryde NSW
Salary	$81,448 - $87,918
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 4
Position Number	1211_09/26
Agency Website	https://www.industry.gov.au/

Job Description https://industrycareers.nga.net.au/?jati=1D4B1ABC-6DDD-333A-736E-ED49FFEA273A

About the team

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

The National Measurement Institute (NMI) is the Australian Government's authority on measurement, responsible for maintaining and advancing Australia's measurement system. NMI delivers world-class measurement standards, products and services that underpin confidence in trade, regulation and scientific research, with international recognition of its standards and capabilities.

Within NMI, the Chemical and Biological Metrology Branch develops and delivers chemical and biological measurement standards, including certified reference materials and proficiency testing programs that support laboratory quality and performance. The Chemical Reference Materials section focuses on the production and certification of high-quality organic reference materials for calibration, supporting critical sectors such as sports doping control, forensic science, environmental and food testing, ensuring alignment with international best practice and accreditation requirements. It is expected that our ideal candidate will support and promote NMI's vision, mission and business objectives, by actively contributing to the team's goals, strategies and work schedule while achieving quality outcomes and adhering to documented procedures.

The opportunity

Join a high-impact team at the National Measurement Institute and contribute to work that supports national and international stakeholders by underpinning confidence in chemical analytical testing results, worldwide. This role offers a unique opportunity to apply your analytical chemistry and quality systems expertise in an internationally recognised, accredited laboratory.

Through hands-on experience, you will strengthen your technical capability in organic analytical chemistry, using chromatography and a range of analytical techniques, while developing analytical skills for purity assignment and associated measurement uncertainty calculations. You will maintain the Chemical Reference Material's Quality System in alignment with ISO/IEC 17025 and ISO 17034. As part of a collaborative team, you will contribute to method validation, laboratory audits, continuous improvement initiatives, and the preparation of certificates of analysis and Quality System documentation.

You will build expertise in laboratory quality assurance and accreditation practices, strengthening your professional profile through hands-on experience in delivering reliable, traceable measurement outcomes that are trusted both nationally and internationally.

What's in it for you?

At NMI you will join a world leader in measurement science. NMI has a diverse range of roles and priorities that will present the opportunity to develop new skills and expand your career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 15.4% employer superannuation contribution.
- 4 weeks annual leave per year.
- 18 days paid personal leave per year.
- Maternity and paternity leave.
- A vacation care subsidy.
- $235 healthy lifestyle subsidy.
- Salary packaging which allows you to make certain payments using your pre-tax salary.
- Access to study assistance.
- Access to staff counselling services.

Our ideal candidate

Our ideal candidate will demonstrate:

- Knowledge and practical application of ISO/IEC 17025, ISO 17034, measurement uncertainty, and associated technical standards and guidelines to support quality assurance activities within a laboratory environment.
- Experience with documented Quality Systems and response to preventative and corrective actions.
- Knowledge of laboratory environments with practical experience or familiarity with analytical chemistry techniques such as gas and liquid chromatography, Karl Fischer, and thermogravimetric analysis.
- Demonstrated experience in the operation, troubleshooting, maintenance, and performance verification of analytical instrumentation, including gas chromatography with flame ionisation detection (GC-FID) and high-performance liquid chromatography with ultraviolet detection (HPLC-UV), to ensure reliable and compliant laboratory operations.
- Experience in the preparation of stock and working solutions using accurate gravimetric techniques, and proficiency in the operation, monitoring, troubleshooting, and documentation of ampouling processes and associated equipment within a quality-managed laboratory environment.
- Pro-active approach to continuous improvement of the work program and Quality System.
- Written and verbal communication skills, with the ability to contribute to Quality System documentation and report writing.

Duties

As the Quality Officer, your key duties are:

- Reporting to the senior scientist, maintain the Quality Systems for the laboratory in line with the accreditation requirements in accordance with ISO 17034.
- Review laboratory techniques, standard operating procedures, method documents, and the overarching Quality Manual to support reference material production in alignment with changing requirements and circumstances.
- Support the Senior Scientist in quality assurance activities, including the management of investigations, corrective actions, process improvements to prevent the recurrence of non-conformances, and participation in internal and external audits.
- Perform routine stability analysis and analytical testing using established methods (e.g. chromatography and related techniques) and submit excel workbooks and certificates of analysis to senior staff for review.
- Perform the calibration of analytical balances and performance check of specialised analytical instrumentation, maintaining schedules and documented records in the group’s electronic database.
- Participate in and evaluate international interlaboratory comparison and proficiency testing programs, analysing statistical performance data to verify measurement competence, support method validation, and demonstrate the metrological traceability and technical capability of the reference material production process.

Eligibility

A Bachelor of Science in Chemistry with demonstrated knowledge of organic analytical chemistry.

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is North Ryde based and is conducted on site. There is limited capacity to work flexibility outside of an ad-hoc basis. Please reach out to the contact officer to discuss this further.

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

About the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQA+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Michael Moawad, 02 9449 0262
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=1D4B1ABC-6DDD-333A-736E-EI

Industry, Science, Energy and Resources

Vacancy VN-0772382

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 30 September 2026

National Measurement Institute
Chemical & Biological Metrology Chemical Reference Values

Job Title	Scientific Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	North Ryde NSW
Salary	$81,448 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 4;APS Level 5
Position Number	1171_08/26
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=7314126F-B864-14C5-99E5-ED4A00B86293

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

We are the Australian Government's national authority on measurement. We play an important role in the Australian economy by leading, maintaining and regulating Australia's measurement system. We deliver world-class measurement products, advice and client services and administer the regulatory framework for measurement. Our national measurement standards are recognised internationally, and we work to enhance and maintain these standards.

We value the different skills, knowledge and perspectives our employees bring. We're committed to giving everyone an equal opportunity to participate, contribute and progress. Our values and behaviours centre on being, adaptable, innovative, accountable, strategic, inclusive and influential.

About the Chemical Reference Values (CRV) team

The Chemical Reference Values (CRV) team within the National Measurement Institute (NMI) comprises 16 scientists delivering proficiency testing (PT) services and producing reference materials (RMs) and reference values. The team applies routine methods to assess the homogeneity and stability of PT samples, alongside high-accuracy reference methods for the certification of matrix reference materials and the assignment of values to PT samples. A core responsibility of the team is the coordination and delivery of NMI's chemical PT program.

This position reports to a Senior Scientist and contributes to the delivery of the PT program, which includes approximately 20 schemes per year across food, environmental, and illicit drug testing. The role involves supporting sample production and characterisation using routine methods, liaising with clients, and preparing detailed technical reports. It also requires maintaining quality and safety standards across all activities.

The opportunity

Looking for a role where your science makes a real difference? Join NMI's Chemical Reference Values team and help deliver nationally recognised proficiency testing programs that support confidence in chemical testing across Australia. You will gain hands-on experience, work with expert scientists, and contribute to work that has a tangible impact on industry, government and the community.

This position is offered on a non-ongoing basis for an initial period of 12 months, with the potential for extension and future ongoing employment opportunities.

What's in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 15.4% employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year.
- maternity and paternity leave
- flexible working arrangements such as teleworking, part time and job sharing where possible.
- access to staff counselling services.

Our ideal candidate

Our ideal candidate will have the following skills and capabilities

- A degree in chemistry or a related discipline
- Experience in analytical chemistry
- Good understanding of statistics and evaluation of measurement uncertainty
- High level skills in MS Office applications, particularly Word, Excel, and Access
- High level communication skills, with demonstrated ability to prepare technical reports and deliver presentations
- A work approach and behaviours aligned with NMI's values: inclusive, innovative, accountable, adaptable, influential, and strategic

Duties

As the Scientific Officer you will:

Assist in the organisation of individual PT rounds including:

- Planning
  - Preparation of suitably homogeneous and stable PT samples
  - Communication with participants and coordination of logistical aspects including sample despatch and sourcing of relevant permits,
  - Data analysis including statistical evaluation and scoring,
  - Production of detailed technical reports, and
  - Client liaison.
- Perform homogeneity analysis using routine methods
- Assist with the introduction of new PT programs, and associated development activities, to enhance the scope of NMI's program.
- Maintain measurement standards, quality systems and technical documentation in compliance with CRV accreditation requirements (ISO17043, ISO17025, ISO17034)
- Assist with stakeholder engagement, coordination of workshops and communication with participants.
- Contribute to technical reports and publications.
- Conference attendance.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

Vaccination for Hepatitis A, B, and Tetanus is required for this position. NMI will provide vaccination for the successful applicant if required.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is NSW - Sydney - North Ryde based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

About the Department of Industry, Science and Resources (DISR)

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To Apply

Position Contact	Luminita Antin, 02 9449 0205
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=7314126F-B864-14C5-99E5-ED4

This notice is part of the electronic Public Service Gazette PS36 Weekly Gazette Thursday (Vacancy Notices) - 10 September 2026.pdf Published by Australian Public Service Commission.

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

Industry, Science, Energy and Resources

Vacancy VN-0772392

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 23 September 2026

National Measurement Institute
Chemical & Biological Metrology Reference Materials

Job Title	Project Scientist - CRM
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	North Ryde NSW
Salary	$81,448 - $87,918
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 4
Position Number	1183_08/26
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=A745C97E-2519-D9D5-39DD-ED4A01ED91BE

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

The National Measurement Institute (NMI) is the Australian Government's authority on measurement, responsible for maintaining and advancing Australia's measurement system. NMI delivers world-class measurement standards, products and services that underpin confidence in trade, regulation and scientific research, with international recognition of its standards and capabilities.

Within NMI, the Chemical and Biological Metrology Branch develops and delivers chemical and biological measurement standards, including certified reference materials and proficiency testing programs that support laboratory quality and performance. The Chemical Reference Materials section focuses on the production and certification of high-quality organic reference materials for calibration, supporting critical sectors such as sports doping control, forensic science, environmental and food testing, ensuring alignment with international best practice and accreditation requirements. It is expected that our ideal candidate will support and promote NMI's vision, mission and business objectives, by actively contributing to the team's goals, strategies and work schedule while achieving quality outcomes and adhering to documented procedures.

The opportunity

Reporting to the Senior Scientist, this S&T 4 role supports the analysis and re-certification of certified reference materials (CRMs) within the Chemical Reference Materials section. You will contribute to the delivery of globally recognised reference materials used by (but not limited to) World Anti-Doping Agency accredited laboratories and forensic laboratories to ensure accuracy, comparability, and confidence in their analytical results.

Working under general supervision, you will apply established laboratory techniques and standard operating procedures to prepare, analyse, and evaluate the demonstrated stability of CRMs. The role involves routine data analysis, quality control activities, and maintaining accurate records to support traceable and defensible measurements. You will also assist with method validation, continuous improvement activities, and the upkeep of laboratory equipment and systems.

As an S&T 4 project scientist, you will work collaboratively within a team environment and provide practical technical support to laboratory activities. You will assist in delivering analytical measurement capabilities by following established procedures and contributing to quality and compliance requirements. The role supports national and international stakeholders by helping ensure the reliability of chemical measurements used in anti-doping, forensic, food testing, and environmental testing applications.

This position is offered as a non-ongoing role for an initial period of 12 months, with the possibility of extension for up to a further 6 months (18 months total), subject to operational requirements, funding and performance.

What’s in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 15.4% employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year
- maternity and paternity leave
- flexible working arrangements such as teleworking, part time and job sharing where possible
- salary packaging which allows you to make certain payments using your pre-tax salary
- access to staff counselling services.

Our ideal candidate

Knowledge of laboratory environments with practical experience or familiarity with analytical chemistry techniques such as gas and liquid chromatography, Karl Fischer, and thermogravimetric analysis.

- Strong attention to detail and commitment to quality, with demonstrated experience maintaining accurate record keeping.
- Effective analytical and problem-solving skills, with the ability to assist with method development and validation and identify opportunities for on-going improvements under guidance and supervision.
- An understanding of measurement science, quality systems, and laboratory accreditation frameworks (e.g. ISO 17034, ISO/IEC 17025).
- A working knowledge of Microsoft Excel and the ability to perform routine calculations for measurement uncertainty determination.
- Strong written and verbal communication skills, with the ability to contribute to Quality System documentation and report writing.

Duties

- Perform stability trials and analytical testing using established methods (e.g. chromatography and related techniques).
- Accurately record, verify, investigate, and interpret analytical data in accordance with quality standards and traceability requirements.
- Update and submit Excel workbooks and Certificates of Analysis to senior staff for review.

- Maintain laboratory equipment, including basic troubleshooting, conducting routine performance checks, and calibration activities in accordance with established procedures and instructions.
- Follow laboratory quality systems and procedures to support compliance with ISO/IEC 17025 and ISO 17034.
- Assist with audits and quality assurance activities.

Eligibility

A Bachelor of Science in Chemistry or equivalent.

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. However, this position is based in NSW - Sydney - North Ryde and is laboratory-based, requiring the successful candidate to work on site. Any work-from-home arrangements would be limited to ad hoc circumstances and subject to manager approval.

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

About the Department of Industry, Science and Resources (DISR)

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To Apply

Position Contact	Michael Moawad, 02 9449 0262
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=A745C97E-2519-D9D5-39DD-ED

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Industry, Science, Energy and Resources

Vacancy VN-0772486

Department of Industry, Science and Resources (DISR)

Closing Date:Sunday 27 September 2026

Anti-Dumping Commission
Investigations

Job Title	Investigations Case Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$126,391 - $134,225
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	0915_06/26
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

About the Commission

The Anti-Dumping Commission is a best practice regulator and a leading international trade remedies authority. We exist to support the Australian economy by securing a level playing field for local industry by investigating and remedying unfair international trade practices including dumping and subsidies.

The Commission delivers against the Minister's Statement of Expectations to ensure a more timely, effective and accessible trade remedies system, and to contribute to a Future Made in Australia.

The Commission is undergoing significant reform, including operating model improvements, legislative reform, and capability uplift.

At the Commission, you can do meaningful work that has a real impact on Australian industry and the economy, while building specialist expertise in a supportive, flexible and values-driven environment with a united culture that values trust, safety and continuous improvement. We invest in our people, encourage continuous learning, and empower staff to shape the future of a modern, best-practice regulator.

About the branch

The Commission’s Investigations Branch is made up of four investigations teams and a quality assurance and verification team. The branch undertakes highly technical anti-dumping and subsidy investigations. Investigations teams engage with a wide range of stakeholders and prepare reports that apply relevant legislation, policy and practice. Investigations teams conduct detailed research and complex analysis of financial and economic data. Investigations are subject to potential merits, judicial and World Trade Organization review.

The opportunity

We are seeking applicants who:

- provide direction to others regarding the purpose and importance of their work
- listen, understand and adapt to their audience
- engage with risk and consider appropriate mitigations
- value specialist expertise and capitalise on the expert knowledge and skills of others, including legal advice and policy positions.
- contribute their own expertise to achieve outcomes for the Commission, including a program of continuous improvement
- steer and implement change and deal with uncertainty.

Our ideal candidate

The Investigations Branch has multiple Executive Level 1 Case Manager / Assistant Director positions available across the Investigations teams. If you have relevant and/or transferrable skills and experience, we’d love to hear from you. We are looking for motivated and skilled people who have:

- Strong leadership skills including the ability to create a working environment that encourages and supports openness, collaboration and genuine debate around critical issues
- Strong case management/project management skills, including managing milestones and deadlines and driving timely delivery
- Expertise in analysing and interpreting company financial data, including financial statements and financial management system records; extracting insights and examining them critically to ensure accuracy and inform decision-making
- Experience in leading complex analysis of quantitative data and market behaviours

- An extensive understanding of the interpretation and application of legislation, regulations, precedent, policies and procedures.
- Strong report-writing and written communication skills
- The ability to effectively engage and collaborate with multiple internal and external stakeholders to drive quality outcomes
- Contribute to organisational capability, innovation and continuous improvement across the Commission.
- Microsoft Excel skills at an intermediate to advanced level are highly desirable – although training can be provided
- Skills or qualifications in one of the following fields are highly desirable: international trade, regulatory compliance and/or investigations, auditing, business, commerce, law, accounting or economics.

Duties

The role of a Case Manager is to lead cases according to the Commission's quality and risk management practices. In addition to staff within their own teams, Case Managers are supported by multi-disciplinary teams including policy, quality assurance and legal advisory teams with subject matter expertise.

In broad terms, Case Managers have responsibility for:

- Leading a collaborative case team that works effectively with specialist advisors and utilises the Commission's decision-making processes and systems to deliver timely advice and recommendations to senior leadership. This includes engaging with risk, proposing appropriate solutions and providing visibility of key case decisions and risks.
- Ensuring investigatory rigour and effective case management principles are met through evidence-based, transparent, independent and impartial decision-making including utilising the Commission's quality control mechanisms.
- Producing, supervising and/or co-ordinating all case outputs including case management planning; report writing; producing case records (evidence, analysis, risks and issues, briefing notes, meeting notes etc.); and case communications (circulation of critical information, formal advice received, meeting requests, agendas, plans, relevant submissions etc.)
- Supporting the capability development of team members and other Commission staff, including by delegating decisions and tasks appropriately; providing clear performance standards; and providing timely feedback and recognition. This includes recognising different working styles of individuals, and building an effective team dynamic with differing skills and abilities.

Case Managers also have a broader leadership role across the Investigation Branch and Commission, including:

- leading innovation and practice development
- leading aspects of staff training and capability development
- supporting a strong and inclusive workplace culture

- contributing to the Commission’s engagement with international counterparts, such as technical virtual meetings with counterpart authorities.

There are also opportunities to rotate into other roles within the Commission from time to time, including opportunities in our Quality Assurance and Verification team, which manages case prioritisation, case assessment, quality assurance and verification.

There is a high degree of direct engagement with Australian and international industry, including opportunities for domestic and international travel to conduct verification activities.

You will be supported by a comprehensive training and induction program to help ensure you succeed in the role.

To get a better idea of what we do in practice, candidates are encouraged to review cases on the Commission’s Electronic Public Record. For example: Case 554 - Concrete Underlay Film from Malaysia and particularly the Commission’s final report on the matter: Final Report - REP 554

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is Canberra or Melbourne based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

About the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQA+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Penelope Hunter, 03 8664 7799
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

This notice is part of the electronic Public Service Gazette PS36 Weekly Gazette Thursday (Vacancy Notices) - 10 September 2026.pdf Published by Australian Public Service Commission.

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Industry, Science, Energy and Resources

Vacancy VN-0772496

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 23 September 2026

Anti-Dumping Commission
Strategy and Operations

Job Title	Delivery Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$126,391 - $134,225
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	0952_07/26
Agency Website	https://www.industry.gov.au/

Job Description *https://industrycareers.nga.net.au/?jati=8AA127E8-B721-7960-7A4A-ED4B2D1F215A*

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

The Anti-Dumping Commission

- We are Australia's trade remedies authority, the Anti-Dumping Commission (the Commission). We support the Australian economy by securing a level playing field for local industry by:
- undertaking investigations into allegations of unfair international trade practices involving goods entering Australia
- administering Australia's anti-dumping legislation.
- Professionalism, excellence and independence underpin the Commission's world-class reputation.

The Commission is a connected team of professionals with skills and experience in international trade, the law, economics, accounting, auditing, investigations, business, and learning and development. We are committed to a positive workplace culture and we support flexible working arrangements.

The Strategy and Operations Branch

The Strategy & Operations Branch plays a critical role in supporting the Commission's core activity of undertaking trade remedies investigations. The Branch leads the Commission's efforts to realise our Strategic Plan, ensuring we respond swiftly to developments while upholding Australia's trade remedies system with the highest integrity.

We cultivate a forward-thinking culture where innovation is encouraged, and integrity underpins every decision we make. Through strategic planning, capability development, data-driven insights, policy advice, and stakeholder engagement across government, industry and the community, our four sections, Culture and Capability; Strategy, Policy and Performance; Governance and Performance Analytics; and Engagement and Market Intelligence, work in concert to deliver the Commission's strategy and foster a cohesive and inclusive organisation.

Our commitment to innovation, integrity and a thriving organisational culture ensures we can adapt and excel in a dynamic landscape.

The Culture and Capability Team

The role of the Culture & Capability (C&C) team is to ensure the Commission staff have the necessary technical and other skills to enable the Commission to deliver on its core activities effectively. The team is dedicated to cultivating a high-performing workforce guided by integrity and innovation.

We provide expert services that:

- Develop and build organisational capability: Deliver comprehensive training programs, both online and in-person, that build technical expertise, leadership acumen, and professional development.
- Champion culture and values: Advance the Commission’s culture strategy and plan by embedding our core values and promoting a workplace of accountability and integrity.
- Elevate recruitment and retention: Design forward-thinking talent strategies to attract, develop, and retain a diverse range of skilled professionals.
- Enhance communication and connectivity: Coordinate all-Commission events, ongoing communications, and training initiatives–including managing our SharePoint InfoHub and connectivity series–to keep staff informed, engaged, and connected.
- Leverage shared resources: Work seamlessly with DISR to optimise shared functions and resources, ensuring effective and efficient outcomes.
- Strengthen inclusion and collaboration: Put diversity and inclusion at the heart of our operations, ensuring a welcoming environment where all perspectives are valued and collaboration across teams inspires fresh ideas.

Through targeted recruitment, robust training programs, inclusive culture initiatives, and a centralised information hub, C&C acts as the steward of a cohesive, innovative and values-driven workplace. Our proactive approach ensures every team member has the tools, support and opportunities to excel, take part in continuous learning, and feel empowered to contribute fully to the Commission’s mission.

The opportunity

We are seeking a high-performing, strategic and values-based leader who brings energy, integrity and a collaborative mindset to coordinate and drive delivery of culture, capability and workforce initiatives across the Commission.

The role provides a coherent, portfolio-level delivery approach across connected initiatives, including planning, sequencing, governance and reporting, and the active management of risks, issues and dependencies, in a dynamic environment.

Working closely with the Culture and Capability team including the Director, (EL2), the Learning and Capability Assistant Director (EL1), and business stakeholders more broadly, the role enables

coordinated execution of initiatives aligned to the Commission’s 2025-28 Strategic Plan, particularly those that lift technical capability, embed values and strengthen a connected culture.

This includes designing and coordinating the most effective delivery pathway for a diverse portfolio of strategic workforce and capability initiatives, including the capability framework, induction and onboarding uplift, structured learning programs, workforce and skills planning, and knowledge management improvements. Success depends on balancing competing priorities, identifying risks, dependencies and resource constraints, and sequencing work to maximise outcomes and sustainable delivery. Success relies on bringing people together, supporting initiative leads, fostering collaboration across teams, and creating shared ownership and accountability for results.

Operating with a high-degree of autonomy, you will exercise sound judgement and provide strategic delivery advice that influences outcomes across business areas. You will be adaptable, pragmatic and outcomes focused, modelling professionalism and high integrity, and communicating in a way that reflects the Commission’s values.

Our ideal candidate

Experience

- Experience delivering or coordinating complex programs or projects.
- Experience managing multiple workstreams, dependencies and timelines.
- Experience in reporting and development of high-quality project materials, including executive briefs and status reporting.
- Experience managing staff to support the delivery of projects and initiatives, including setting priorities, providing guidance, monitoring progress and maintaining accountability for outcomes.
- Experience engaging and influencing stakeholders.

Skills and knowledge

- Strong delivery management and governance capability.
- Ability to take a portfolio view and drive outcomes.
- Strong communication and organisational skills.
- Sound judgement, resilience and adaptability, with the ability to operate independently in a dynamic environment.

Duties

Portfolio delivery and coordination

- Lead planning, sequencing and coordination of multiple culture and capability initiatives that support Strategic Plan outcomes.
- Maintain delivery plans, milestones and dependencies.
- Support initiative leads to translate culture and capability objectives into delivery actions, ensuring sequencing, dependency management and alignment across capability definition, onboarding, targeted uplift and continuous improvement streams.

Governance and reporting

- Manage governance, decision points and delivery reporting.
- Provide clear reporting on progress, capability uplift and culture outcomes, including risks and issues.
- Develop and maintain high-quality project documentation and briefing materials.
- Lead engagement with Executive stakeholders, including providing delivery reporting, advice on risks and dependencies, and recommendations to support governance and decision-making.

Risk and dependency management

- Identify and manage risks, issues and dependencies.
- Support decision-making through clear advice and options

Stakeholder engagement

- Work with stakeholders to support coordinated delivery.
- Build relationships and influence outcomes across teams.

Continuous improvement

- Embed practical delivery disciplines and templates.
- Drive continuous improvement across delivery practices.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is Canberra and Melbourne based.

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

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To Apply

Position Contact	Belinda Henderson, 02 6102 8950
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=8AA127E8-B721-7960-7A4A-ED4

Industry, Science, Energy and Resources

Vacancy VN-0772522

Geoscience Australia

Closing Date:Wednesday 30 September 2026

Place and Communities Division
Community Safety Observatories and Systems Support

Job Title	Senior Scientist - Geomagnetism
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$121,755 - $137,542
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27
Classification	Executive Level 1
Position Number	11786
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia values the lands, water and sky as we work to deepen a shared understanding of Country and Earth. We respect First Nations peoples and their enduring connection, contribution and obligations to Country. Reflecting on our shared history, we are committed to listen and learn.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Our team

The Observatories and Systems Support Section delivers the specialist capability needed to operate and support Geoscience Australia's observatory networks. The section provides high-quality geomagnetic data from stations and observatories across Australia and the region, ensuring data is delivered to Australian and international clients in line with internationally recognised standards. Learn more about the observatories network: https://www.ga.gov.au/scientific-topics/community-safety/projects/observatories-network

Information about Geoscience Australia's geomagnetism services and data is available at: https://www.ga.gov.au/scientific-topics/community-safety/data-and-products/geomagnetism-service

Duties

The role

As Senior Scientist, you will lead work that ensures the quality assurance and timely delivery of geomagnetic data to Australian and international clients. You will contribute to the ongoing operation and maintenance of the Australian Geomagnetic Observatory Network to ensure the network meets international data standards. Apply geomagnetic science to contribute to the development of the Australian Geomagnetic Reference Field model and work with researchers, critical infrastructure operators and government partners, to support a national capability in monitoring, analysing and responding to space weather risks.

In this role you will:

- Ensure fit for purpose geomagnetic data is delivered to internal and external stakeholders within agreed timeframes and to agreed standards.
- Work with domain experts in the enhancement and operation of data collection, data delivery, and state of health systems for near real time geophysical network data in the operation of Geoscience Australia's national geophysical networks.
- Contribute to the team's engagement, liaison and coordination with internal and external stakeholders in the areas of the team's expertise
- Lead the team's stakeholder engagement, liaison and coordination in the fields relating to space weather, magnetotellurics, magnetic field observation and magnetic field modelling.
- Utilise near real time waveform and state of health information via data processing, analysis, data mining, and other techniques to drive efficiency and timeliness to respond to needs of critical monitoring activities within Geoscience Australia.
- Lead areas of the team's data delivery and reporting activities to Geomagnetic data clients.
- Contribute to documentation and work instructions for key operational activities.

To be successful in the role you will:

- Provide direction to others regarding the purpose and importance of the section's work.
- Set work tasks that align with the strategic objectives and communicate expected outcomes.
- Review project performance and focus on identifying opportunities for continuous improvement.
- Identify key talent to support performance.
- Contribute own expertise to achieve outcomes for the business unit.
- Respond in a positive and flexible manner to change and uncertainty.
- Build and sustain relationships with a network of key people internally and externally. Anticipate and respond to internal and external client needs.
- Adopt a principled approach and adheres to the APS Values and Code of Conduct.

Required skills, knowledge, experience and/or qualifications

- Experience working with geomagnetic data, magnetotelluric or geoelectric data and systems.
- Experience in programming and scripting in MS-Windows and/or Linux environments.
- Experience or ability to work with precision electronic and optical instrumentation.
- Postgraduate qualifications in physics, geophysics or mathematics.
- The ability to undertake occasional extended periods of fieldwork in remote parts of Australia and Antarctica

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Hugh Glanville on (02) 6249 9010 or email Hugh.Glanville@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ‘ Applying for an APS job: cracking the code’.

Use of AI in Recruitment

Geoscience Australia may use Microsoft Copilot to support limited administrative and preparatory aspects of the recruitment process. Artificial Intelligence is not used to assess or select candidates, and all decisions are human-led and based on merit.

Candidates must ensure their application reflects their own skills, experience and capabilities. Any use of AI must be responsible, transparent where required, and must not misrepresent their suitability for the role.

Candidates will be asked to disclose their use of AI when submitting an application and may also be asked to do so at various stages throughout the recruitment process.

Applicants are encouraged to familiarise themselves with the Principles for candidate use of AI in recruitment, as well as the Principles for agency use of AI in recruitment which outline expectations for the responsible, ethical and transparent use of AI when applying for APS roles.

Eligibility

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.

- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Notes

Technical Assistance

If you require technical assistance, call our Recruitment and Delivery team on (02) 6249 9777 or email recruitment@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

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

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To Apply

Position Contact	Hugh Glanville, (02) 6249 9010
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0772573

Geoscience Australia

Closing Date:Sunday 27 September 2026

Minerals, Energy and Groundwater Division
Minerals Geoscience Branch Mineral Potential of Australia

Job Title	Geoscientist (Mineral Potential)
Job Type	Full-Time, Non-Ongoing
Location	Symonston ACT
Salary	$101,080 - $117,002
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27
Classification	APS Level 6
Position Number	18831
Agency Website	www.ga.gov.au

Job Description

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

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About us

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Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Our team

This role is based within the Mineral Potential of Australia Section, part of the Mineral Systems Branch in the Minerals, Energy and Groundwater Division. The Mineral Potential of Australia Section will support the responsible development of a diverse mineral resources sector by providing precompetitive mineral potential assessments and data to support exploration and drive new mineral discoveries.

This role will contribute to the delivery of Geoscience Australia's Resourcing Australia's Prosperity initiative. Under the initiative, the Mineral Potential of Australia Section will lead the delivery of predictive national maps for all critical minerals and strategic materials. This role contributes to these outcomes under limited direction, working as part of a section project team.

Duties

The role

The Geoscientist (Mineral Potential) applies technical knowledge to undertake geoscientific analysis, interpretation and data management in support of mineral systems research. You will contribute to developing predictive mineral potential mapping by integrating multidisciplinary datasets and producing high-quality outputs to support industry and government decision-making.

In this role you will:

- Develop mappable spatial proxies of mineral system processes using multi-disciplinary data for input to mineral potential assessments.

- Read, extract and summarise key geological and geochemical information from reports and publications to assist in building an understanding of specific mineral systems.
- Provide Geographic Information System (GIS) support, including managing, processing and visualising geoscientific data
- Coordinate and contribute to collection, analysis and quality assurance of geoscientific data, ensuring adherence to established processes.
- Prepare technical documentation, spatial layers and visualisations that communicate scientific findings to various audiences.
- Collaborate effectively within the project team and contribute to a safe, inclusive and positive team culture.

To be successful in the role you will:

- Demonstrate a passion for geoscience and its role in supporting Australia's resource sector and the energy transition, with a focus on critical minerals.
- Apply sound problem-solving and analytical skills to identify, integrate and interpret datasets to develop scientifically robust interpretations.
- Build and maintain productive relationships with team members and stakeholders across research, government and industry.
- Take responsibility for delivering quality outputs under limited direction and proactively manage workload priorities.
- Uphold APS Values and Code of Conduct and model integrity, honesty and professionalism.

Required skills, knowledge, experience and/or qualifications

- A tertiary qualification in geoscience or an equivalent field, or equivalent relevant work experience.
- Demonstrated experience and technical capability in at least one of the following areas: mineral systems analysis, geology, geophysical interpretation or geochemistry.
- Proficiency with GIS software for data manipulation and spatial analysis.
- Ability to critically evaluate information, identify relevant datasets and integrate data to support mineral potential assessment.
- Experience in coding for spatial analysis (e.g. Python, R) is desirable but not essential.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Anthony Senior on (02) 6249 9267 or email anthony.senior@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ‘Applying for an APS job: cracking the code’.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Must be an Australian Citizen at the time of application.
- Ability to obtain and maintain a Baseline security clearance.
- Satisfy pre-employment screening, including a police history check.

Notes

Technical Assistance

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To Apply

Position Contact	Anthony Senior, (02) 6249 9267
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0772590

Geoscience Australia

Closing Date:Sunday 27 September 2026

Minerals, Energy and Groundwater Division
Groundwater and Regional Geoscience Georgetown-Julia Creek

Job Title	Geoscientist
Job Type	Full-Time, Non-Ongoing
Location	Symonston ACT
Salary	$101,080 - $117,002
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27
Classification	APS Level 6
Position Number	18838
Agency Website	www.ga.gov.au

Job Description

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

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Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to

experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To

learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Duties

Our team

The Minerals, Energy and Groundwater Division is at the centre of Geoscience Australia’s contribution to Australia’s net zero transition, resource security and long-term economic prosperity.

Through nationally significant precompetitive geoscience, we help government, industry and communities understand Australia’s mineral, energy and groundwater systems and make better decisions about the responsible development and management of the nation’s resources.

The Georgetown Julia Creek team sits within the Groundwater and Regional Geoscience Branch and is delivering one of Geoscience Australia’s major regional geoscience programs under the Resourcing Australia’s Prosperity initiative. Working in partnership with state and territory geological surveys, Australian Government agencies, universities, CSIRO and industry, the team brings together geology, geophysics, geochemistry, geochronology, mineral systems, energy systems and groundwater science to build a richer understanding of northern Australia’s resource potential.

Our work turns new data and geological insight into integrated, multi-commodity assessments that reduce exploration uncertainty, identify opportunities for critical minerals, strategic materials, energy resources and groundwater, and support more informed decisions by governments, industry and communities. By working at regional scale and across disciplines, the team helps reveal the connections between Australia’s geology, resources, water systems and future development opportunities.

This is an opportunity to contribute to nationally important science with practical impact: generating new knowledge, working with leading experts and partners, and helping shape the evidence base needed for responsible resource development, regional investment and Australia’s transition to a net zero economy.

The role

The Geoscientist will contribute to integrated regional-scale geoscience investigations that improve understanding of the Georgetown-Julia Creek region. Working under limited direction as part of a multidisciplinary team, the role will compile, acquire, synthesise, integrate and interpret geoscientific data to inform a baseline understanding of the geology and resource potential of the Georgetown-Julia Creek region, undertaken sampling of legacy drill core, and support the planning of data acquisition activities. The role is currently being offered as a non-ongoing position.

In this role you will:

- compile, synthesise, acquire, integrate and interpret a range of geoscientific data to inform regional-scale geological understanding and resource potential assessments
- work collaboratively with geologists, hydrogeologists, geophysicists, geochemists and other specialists to develop new geological knowledge in poorly understood and covered terranes
- support the planning and delivery of data acquisition activities, including GIS support, data management and geological interpretation
- assist with land access negotiations, cultural heritage clearances and field activities as required, including in remote and potentially challenging environments
- prepare and communicate scientific findings through maps, datasets, reports, presentations and decision-ready products for technical and non-technical audiences

- engage and collaborate with industry, government and academic stakeholders, including mineral explorers, state and territory geological surveys, universities and CSIRO.

To be successful in the role you will:

- apply sound scientific judgement to analyse and interpret complex geological and geoscientific information
- contribute your own expertise while drawing on the knowledge and experience of others to improve work processes, scientific interpretations and product delivery
- build and maintain effective relationships with project teams, other work areas and external stakeholders
- understand, support and promote Geoscience Australia's role, vision and objectives in delivering regional-scale precompetitive geoscience programs
- communicate clearly and tailor complex scientific information for a range of technical and non-technical audiences
- demonstrate professionalism, integrity and behaviours consistent with the APS Values and Code of Conduct.

Required skills, knowledge, experience and/or qualifications

- A tertiary qualification or equivalent industry experience in geoscience or a related field.
- Demonstrated ability to work productively in multidisciplinary teams, supported by highly developed communication, collaboration and interpersonal skills.
- Capability to work independently and develop self-directed work programs under limited direction from senior staff.
- Demonstrated technical skills and experience in one or more of the following: structural geology, economic geology, basin analysis, hydrogeology, geology, or geophysical interpretation.
- A commitment to fostering a positive, safe and inclusive culture in your team and workplace.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Anthony Schofield on +61 2 6249 9833 or email Anthony.Schofield@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ‘Applying for an APS job: cracking the code’.

Use of AI in Recruitment

Geoscience Australia may use Microsoft Copilot to support limited administrative and preparatory aspects of the recruitment process. Artificial Intelligence is not used to assess or select candidates, and all decisions are human-led and based on merit.

Candidates must ensure their application reflects their own skills, experience and capabilities. Any use of AI must be responsible, transparent where required, and must not misrepresent their suitability for the role.

Candidates will be asked to disclose their use of AI when submitting an application and may also be asked to do so at various stages throughout the recruitment process.

Applicants are encouraged to familiarise themselves with the Principles for candidate use of AI in recruitment, as well as the Principles for agency use of AI in recruitment which outline expectations for the responsible, ethical and transparent use of AI when applying for APS roles.

Eligibility

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Notes

Technical Assistance

If you require technical assistance, call our Recruitment and Delivery team on (02) 6249 9777 or email recruitment@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

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

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Anthony Schofield, (02) 6249 9833
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772344

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

Closing Date:Tuesday 22 September 2026

Job Title	APS6 - Data Policy Advisor, Data, AI, Governance and Information Management Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Adelaide SA, Sydney NSW, Perth WA, Hobart TAS
Salary	$99,733 - $118,084
Future Merit Locations	Canberra, Melbourne, Brisbane, Adelaide, Sydney, Perth, Hobart
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	48014
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Data Strategy and Partnerships team is a dedicated, forward-thinking team that has a vacancy for a Data Policy Advisor. The team's primary function is to lead the implementation of the department's Data Strategy 2025-29 and annual Action Plans.

The team supports implementation of the department's data governance framework and data management guidance, working to increase data capability across the department. The team coordinates the department's engagement with relevant APS-wide data initiatives.

The team also works closely with other teams in the Data, AI Governance and Information Management Branch to ensure that artificial intelligence and information management issues are appropriately considered in the department's broader data agenda.

A merit pool may be established to fill vacancies for similar roles in the department over an 18-month period.

Duties

What you will do

The role is varied and dynamic, but typical duties include:

- Building and maintaining effective working relationships with internal and external stakeholders to advance the department's data agenda
- Contributing to the development of yearly Data Strategy Action Plans
- Designing and implementing initiatives to support the department's data governance framework and policies
- Supporting education around data governance and data management to complement the rollout and embedding of the department's data governance framework and Action Plans
- Developing guidance and products to improve the department's data capability, including the development of reference materials
- Contributing to briefing material for high level whole-of-government data forums where the department is represented by the Chief Data Officer.

The successful candidates will work in an engaging, flexible and collaborative environment, including opportunities to shape how data is used within the department and across the Australian Public Service.

Inherent requirements for the role

The successful candidate for this position will be able to demonstrate their capability against the APS6 Work level standard.

To be successful in this role, you will need:

- A strong interest in data and an understanding of the importance of timely and high-quality data for shaping policy development and program delivery
- Demonstrated experience in data management, data governance, data analysis or policy development
- Demonstrated ability to achieve results according to project schedules, meet deadlines and prioritise effectively between competing demands
- Demonstrated stakeholder management skills and the ability to build rapport with a range of internal and external stakeholders
- The ability to communicate effectively, both written and verbally, including the ability to effectively communicate material of a technical nature to a broad audience

- A positive approach to teamwork and collaboration, including a willingness to assist across a range of activities

Desirable requirements

- An interest in artificial intelligence (AI), and an understanding of the importance of well-governed, high-quality data to support the effective use of AI is desirable.
- Experience with organisational policy development, change management or capability development will also be highly regarded.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS6, you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

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

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.

- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check**: The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Julian Breheny, (02) 6136 6812
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772349

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

Closing Date:Tuesday 22 September 2026

Job Title	APS6 - Data Policy Advisor, Data, AI, Governance and Information Management Branch, Affirmative Measures, Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Adelaide SA, Sydney NSW, Perth WA, Hobart TAS
Salary	$99,733 - $118,084
Future Merit Locations	Canberra, Melbourne, Brisbane, Adelaide, Sydney, Perth, Hobart
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	48024
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Data Strategy and Partnerships team is a dedicated, forward-thinking team that has a vacancy for a Data Policy Advisor. The team's primary function is to lead the implementation of the department's Data Strategy 2025-29 and annual Action Plans.

The team supports implementation of the department's data governance framework and data management guidance, working to increase data capability across the department. The team coordinates the department's engagement with relevant APS-wide data initiatives.

The team also works closely with other teams in the Data, AI Governance and Information Management Branch to ensure that artificial intelligence and information management issues are appropriately considered in the department's broader data agenda.

A merit pool may be established to fill vacancies for similar roles in the department over an 18-month period.

Duties

What you will do

The role is varied and dynamic, but typical duties include:

- Building and maintaining effective working relationships with internal and external stakeholders to advance the department's data agenda
- Contributing to the development of yearly Data Strategy Action Plans
- Designing and implementing initiatives to support the department's data governance framework and policies
- Supporting education around data governance and data management to complement the rollout and embedding of the department's data governance framework and Action Plans
- Developing guidance and products to improve the department's data capability, including the development of reference materials
- Contributing to briefing material for high level whole-of-government data forums where the department is represented by the Chief Data Officer.

The successful candidates will work in an engaging, flexible and collaborative environment, including opportunities to shape how data is used within the department and across the Australian Public Service.

Inherent requirements for the role

The successful candidate for this position will be able to demonstrate their capability against the APS6 Work level standard.

To be successful in this role, you will need:

- A strong interest in data and an understanding of the importance of timely and high-quality data for shaping policy development and program delivery
- Demonstrated experience in data management, data governance, data analysis or policy development
- Demonstrated ability to achieve results according to project schedules, meet deadlines and prioritise effectively between competing demands
- Demonstrated stakeholder management skills and the ability to build rapport with a range of internal and external stakeholders
- The ability to communicate effectively, both written and verbally, including the ability to effectively communicate material of a technical nature to a broad audience
- A positive approach to teamwork and collaboration, including a willingness to assist across a range of activities

Desirable requirements

- An interest in artificial intelligence (AI), and an understanding of the importance of well-governed, high-quality data to support the effective use of AI is desirable.
- Experience with organisational policy development, change management or capability development will also be highly regarded.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS6, you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to people with disability.

For more information on Affirmative Measures - Disability, please visit - Affirmative measure for recruiting people with disability: guide for applicants.

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

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check**: The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position

description available by clicking the 'Apply Now' button.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Julian Breheny, (02) 6136 6812
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772359

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

Closing Date:Tuesday 22 September 2026

Job Title	APS6 - Data Policy Advisor, Data, AI, Governance and Information Management Branch, Affirmative Measures, First Nations
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS
Salary	$99,733 - $118,084
Future Merit Locations	Sydney, Canberra, Melbourne, Brisbane, Adelaide, Perth, Hobart
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	48025
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Data Strategy and Partnerships team is a dedicated, forward-thinking team that has a vacancy for a Data Policy Advisor. The team's primary function is to lead the implementation of the department's Data Strategy 2025-29 and annual Action Plans.

The team supports implementation of the department's data governance framework and data management guidance, working to increase data capability across the department. The team coordinates the department's engagement with relevant APS-wide data initiatives.

The team also works closely with other teams in the Data, AI Governance and Information Management Branch to ensure that artificial intelligence and information management issues are appropriately considered in the department's broader data agenda.

A merit pool may be established to fill vacancies for similar roles in the department over an 18-month period.

Duties

What you will do

The role is varied and dynamic, but typical duties include:

- Building and maintaining effective working relationships with internal and external stakeholders to advance the department's data agenda
- Contributing to the development of yearly Data Strategy Action Plans
- Designing and implementing initiatives to support the department's data governance framework and policies
- Supporting education around data governance and data management to complement the rollout and embedding of the department's data governance framework and Action Plans
- Developing guidance and products to improve the department's data capability, including the development of reference materials
- Contributing to briefing material for high level whole-of-government data forums where the department is represented by the Chief Data Officer.

The successful candidates will work in an engaging, flexible and collaborative environment, including opportunities to shape how data is used within the department and across the Australian Public Service.

Inherent requirements for the role

The successful candidate for this position will be able to demonstrate their capability against the APS6 Work level standard.

To be successful in this role, you will need:

- A strong interest in data and an understanding of the importance of timely and high-quality data for shaping policy development and program delivery
- Demonstrated experience in data management, data governance, data analysis or policy development
- Demonstrated ability to achieve results according to project schedules, meet deadlines and prioritise effectively between competing demands
- Demonstrated stakeholder management skills and the ability to build rapport with a range of internal and external stakeholders
- The ability to communicate effectively, both written and verbally, including the ability to effectively communicate material of a technical nature to a broad audience
- A positive approach to teamwork and collaboration, including a willingness to assist across a range of activities

Desirable requirements

- An interest in artificial intelligence (AI), and an understanding of the importance of well-governed, high-quality data to support the effective use of AI is desirable.
- Experience with organisational policy development, change management or capability development will also be highly regarded.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS6, you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

This is an Affirmative Measures – First Nations applicants only position. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person

For more information please visit - Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians.

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

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check**: The successful candidate must complete an Australian Federal Police criminal history check.

- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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

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To Apply

Position Contact	Julian Breheny, (02) 6136 6812
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772429

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

Closing Date:Sunday 27 September 2026

Legal & Integrity
Commercial Major Projects

Job Title	EL1 - Assistant Director, Senior Lawyer, Commercial Law
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$126,838 - $144,278
Future Merit Locations	Brisbane, Canberra, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA.
Classification	Executive Level 1
Position Number	48113
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Commercial Law team, which is part of the Legal and Integrity Division of the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (department), is seeking an experienced EL1 lawyer with 4+ years post qualification experience to join our dynamic growing legal team and talented commercial lawyers. With strong technical legal abilities and commercial acumen, our ideal candidate will have excellent written and oral communication skills, interpersonal skills and an enquiring mindset to enable and deliver the commercial aspects of the division's legal services.

The successful candidate will report to a Principal Lawyer (EL2) and collaborate with other lawyers within the team to deliver key outcomes and be part of a high performing legal team managing a diverse portfolio of matters that are crucial to the wellbeing of every Australian and the prosperity of the nation. This is an opportunity to advance your career and/or gain experience working in the Australian Public Service, working with high profile stakeholders.

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Particular areas of focus for the team, include:

- Major infrastructure projects, including airports, roads and freight terminals;
- Regional development initiatives and grants;
- Support for the administration of offshore non-self-governing Australian territories;
- Communications services;
- Broader corporate and procurement services for the department; and
- Transport matters, including aviation, maritime, shipping, rail and road transport.

We are also flexible in terms of allowing home-based work for part of the week subject to operational needs and upon discussion with the Principal Lawyer.

Duties

What you will do

Under the general direction of a Principal Lawyer or General Counsel, you will be responsible for:

- carriage of, and providing strategic and high-quality legal advice on, major infrastructure projects and other commercial law matters to enable the department to assess legal risks and make sound decisions;
- drafting, reviewing and negotiating key transaction documents and contracts;
- developing and maintaining the department’s commercial law templates and precedents;
- partnering with internal and external stakeholders to inform, design and deliver effective and efficient legal solutions that meet the department’s requirements;
- peer reviewing and second counselling colleagues legal work and mentoring and guiding more junior members of the Commercial Law team;
- overseeing the efficient and value for money delivery of external legal service providers in accordance with the Legal Services Directions and other Commonwealth requirements;
- contributing to organisational level continuous improvement and skills/capacity building initiatives, including by delivering internal training to the department on commercial law related issues from time to time; and
- actively contributing to the division’s positive work environment and culture.

Inherent requirements for the role

The inherent requirements for this role include:

- The successful candidate for this position will be able to demonstrate their capability against the Executive Level 1 Work level standards: APS Level and Executive Level classifications | Australian Public Service Commission
- 4+ years post qualification legal experience advising on commercial legal matters gained in a law firm, in an in-house environment or in another Government agency;
- effective people management and leadership skills;
- ability to effectively prioritise, manage and progress legal matters in a complex environment;
- excellent communication skills, both written and oral; and
- meeting the Eligibility Requirements specified below.

Our ideal candidate must:

- have the interpersonal skills and the ability to develop strong working relationships with clients, colleagues and stakeholders (of all levels) (be flexible, resilient and a strong team player with a positive and collaborative working style);
- be able to work independently and with a geographically dispersed team, and be able to triage, manage and prioritise workflow;
- have excellent technical legal skills, including:
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- strive to continuously improve and develop (including by responding to constructive feedback);
- have integrity and be committed to practising in accordance with the Statement of Expectations for Government Lawyers.

Desirable requirements

While not essential, our ideal candidate may also have some experience in one or more of the following:

- resolving disputes, including using alternate dispute resolution, and in the development and implementation of strategies to resolve disputes; and/or
- real property and land transactions; and/or
- intellectual property and ICT expertise/experience.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an EL1 you will be expected to:

- Lead the integration of cultural considerations into work area outcomes.
- Build trusted relationships with Aboriginal and/or Torres Strait Islander stakeholders.
- Champion cultural capability within teams and challenges culturally unsafe practices.

Eligibility

Eligibility requirements

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

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for

at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

- **Police check**: The successful candidate must satisfactory complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

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To Apply

Position Contact	Maria Guarnieri, 0409 298 356
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772434

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

Closing Date:Sunday 27 September 2026

Legal & Integrity
Commercial Major Projects

Job Title	EL1 - Assistant Director, Senior Lawyer, Commercial Law - Affirmative Measures, First Nations
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$126,838 - $144,278
Future Merit Locations	Canberra, Brisbane, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA.
Classification	Executive Level 1
Position Number	48133
Agency Website	https://www.infrastructure.gov.au/

Job Description

Application URL https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Commercial Law team, which is part of the Legal and Integrity Division of the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (department), is seeking an experienced EL1 lawyer with 4+ years post qualification experience to join our dynamic growing legal team and talented commercial lawyers. With strong technical legal abilities and commercial acumen, our ideal candidate will have excellent written and oral communication skills, interpersonal skills and an enquiring mindset to enable and deliver the commercial aspects of the division's legal services.

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- Major infrastructure projects, including airports, roads and freight terminals;
- Regional development initiatives and grants;
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- Communications services;
- Broader corporate and procurement services for the department; and
- Transport matters, including aviation, maritime, shipping, rail and road transport.

We are also flexible in terms of allowing home-based work for part of the week subject to operational needs and upon discussion with the Principal Lawyer.

Duties

What you will do

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- overseeing the efficient and value for money delivery of external legal service providers in accordance with the Legal Services Directions and other Commonwealth requirements;

- contributing to organisational level continuous improvement and skills/capacity building initiatives, including by delivering internal training to the department on commercial law related issues from time to time; and
- actively contributing to the division's positive work environment and culture.

Inherent requirements for the role

The inherent requirements for this role include:

- The successful candidate for this position will be able to demonstrate their capability against the Executive Level 1 Work level standards: APS Level and Executive Level classifications | Australian Public Service Commission
- 4+ years post qualification legal experience advising on commercial legal matters gained in a law firm, in an in-house environment or in another Government agency;
- effective people management and leadership skills;
- ability to effectively prioritise, manage and progress legal matters in a complex environment;
- excellent communication skills, both written and oral; and
- meeting the Eligibility Requirements specified below.

Our ideal candidate must:

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Desirable requirements

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Cultural capability requirement

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As an EL1 you will be expected to:

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- Build trusted relationships with Aboriginal and/or Torres Strait Islander stakeholders.
- Champion cultural capability within teams and challenges culturally unsafe practices.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

This is an Affirmative Measures – First Nations applicants only position. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person

For more information please visit - Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians.

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Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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Agency Recruitment Site	Application URL https://www.infrastructure.gov.au/department/careers

This notice is part of the electronic Public Service Gazette PS36 Weekly Gazette Thursday (Vacancy Notices) - 10 September 2026.pdf Published by Australian Public Service Commission.

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772438

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

Closing Date:Sunday 27 September 2026

Legal & Integrity
Commercial Major Projects

Job Title	EL1 - Assistant Director, Senior Lawyer, Commercial Law - Affirmative Measures, Disability
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$126,838 - $144,278
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA.
Classification	Executive Level 1
Position Number	48134
Agency Website	https://www.infrastructure.gov.au/

Job Description

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Eligibility

Eligibility requirements

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- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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Position Contact	Maria Guarnieri, 0409 298 356
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772483

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

Closing Date:Sunday 04 October 2026

Job Title	Chief Magistrate - Norfolk Island Court of Petty Sessions
Job Type	Part-Time, Non-Ongoing
Location	Norfolk Island NSW
Salary	-
Future Merit Locations	Norfolk Island
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Work from home, on site (Norfolk Island)
Classification	Statutory Appointment
Position Number	48141
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=48141&company=DoIT

The Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (the department), on behalf of the Hon Kristy McBain, Minister for Regional Development, Local Government and Territories and Minister for Emergency Management, is seeking expressions of interest from suitably qualified persons for appointment to two positions: the combined role of Chief Magistrate of the Norfolk Island Court of Petty Sessions and Coroner of Norfolk Island; and the combined role of Magistrate of the Norfolk Island Court of Petty Sessions and Deputy Coroner of Norfolk Island.

- **Chief Magistrate of the Court of Petty Sessions of Norfolk Island and Coroner of Norfolk Island**
- **Magistrate of the Court of Petty Sessions of Norfolk Island and Deputy Coroner of Norfolk Island**

Both positions will become available in the first half of 2027 when successful candidates will be appointed as Magistrates, with one candidate to be appointed Chief Magistrate in June 2027.

This merit-based process reflects the Australian Government's commitment to integrity and diversity.

About the Norfolk Island Court of Petty Sessions

The Norfolk Island Court of Petty Sessions is the lower court of Norfolk Island, equivalent to many of mainland Australia's magistrates' and local courts. In exercising summary criminal jurisdiction, magistrates of the Court of Petty Sessions apply the laws in force in Norfolk Island. The Court's civil jurisdiction includes, subject to certain limitations, jurisdiction to hear and determine civil claims in respect of a sum or matter at issue that does not exceed, or the value of which does not exceed, $60,000, comprising the majority of criminal and civil cases in Norfolk Island. The Court's jurisdiction also includes proceedings under the *Crimes (Domestic and Personal Violence) Act 2007 (NSW)*(NI) and some matters under *Traffic Act 2010* (NI) and the *Liquor Act 2005* (NI).

Duties

About the roles

The current Chief Magistrate/Coroner's term of appointment for the roles of Chief Magistrate and Coroner ends in June 2027. The purpose of this recruitment process is to identify a candidate to succeed the current Chief Magistrate/Coroner in these combined roles at the end of the tenure period, and to recruit an additional Magistrate who would also serve as Deputy Coroner.

Chief Magistrate and Coroner

The Chief Magistrate of the Norfolk Island Court of Petty Sessions is an integral statutory appointment in the Norfolk Island justice system, made by the Minister for Regional Development, Local Government and Territories and Minister for Emergency Management. The Chief Magistrate manages the work of the Court of Petty Sessions, Norfolk Island's inferior court.

This is a part-time role. The Court of Petty Sessions sits only as required, based on the needs of the Court, in particular the number of matters brought before it. The Court ordinarily sits for up to three days in alternate months, and in the alternate month, sits for a half day with a video link with a mainland courtroom.

This role has a requirement to be available to deal with urgent matters which may arise and be dealt with by telephone or audio-visual link (AVL).

The term of appointment is expected to be three years.

The successful applicant will be appointed as the Chief Magistrate of the Court of Petty Sessions of Norfolk Island (the Court) under section 6(2) of the *Court of Petty Sessions Act 1960* (NI). The Court exercises both criminal and civil jurisdiction. The current Chief Magistrate advises that criminal and traffic law matters, domestic and personal violence and some family law applications make up a significant part of the matters that come before the Court.

It is anticipated the Chief Magistrate will also be appointed as the Coroner, by the Administrator of the Territory of Norfolk Island under paragraph 5(1)(a) of the *Coroners Act 1993* (NI) (Coroners Act).

The Coroners Act establishes the Coroner's Court and confers powers on the Coroner to conduct inquests into deaths, inquiries relating to fires, recording of findings and management of court proceedings. In addition, the Coroner is responsible for procedures relating to postmortem examinations, exhumations and the summoning of witnesses. Given the small population of Norfolk Island, incidents requiring the attention of the Coroner are relatively rare.

By virtue of the successful applicant's appointment as the Chief Magistrate, they will also hold additional positions and perform other functions in relation to Norfolk Island. The Chief Magistrate also holds the position of President of the *Administrative Review Tribunal Act 1996* (NI) and performs functions under the *Employment Act 1988* (NI). These additional functions are rarely required and are exercised on an ad hoc basis.

Magistrate and Deputy Coroner

Magistrates work under the general and specific direction of the Chief Magistrate. This role will support the Chief Magistrate in the performance of their duties.

Successful applicants will be appointed as a magistrate of the Court of Petty Sessions of Norfolk Island under section 6(1) of the *Court of Petty Sessions Act 1960* (NI). This is a part-time role. The Court of Petty Sessions sits only as required, based on the needs of the Court, in particular the number of matters brought before it. The Court ordinarily sits for up to three days in alternate months, and in the alternate month, sits for a half day with a video link with a mainland courtroom. It is anticipated that the second Magistrate recruited through this process will act in the role of Chief Magistrate in the Chief Magistrate's absence when required.

This role may be required, at the direction of the Chief Magistrate, to be available to deal with urgent matters which may arise at any time and be dealt with by telephone or AVL.

The term of appointment is expected to be three years.

The Magistrate will also be appointed as the Deputy Coroner, by the Administrator of the Territory of Norfolk Island under paragraph 5(1)(b) of the *Coroners Act 1993* (NI). The Deputy Coroner has the powers, authority and jurisdiction of the Coroner outlined above, in certain circumstances. These circumstances include where the Coroner is absent or for any reason unable to discharge the duties of the office, there is a vacancy in the office of Coroner, or as directed by the Coroner.

Daily fee rate

The successful applicants will be paid based on a daily fee rate. This rate takes into consideration the full-time base salary of the Chief Judge and the Deputy Chief Judge of the FCFCOA (Division 2) as determined from time to time by the Remuneration Tribunal. The terms and conditions of employment are equivalent to those of the relevant position determined by the Remuneration Tribunal (as determined by the Commonwealth Minister).

Travel allowance

Travel within Australia undertaken by the successful applicants for the purpose of official business and involving overnight absences (official domestic travel) will be paid travel allowance per night at

the rate of an overnight absence payable to office holders, including the meals and incidentals, as determined by the Remuneration Tribunal from time to time (as determined by the Commonwealth Minister).

Who we are looking for

To be considered for these roles, you must hold a recognised Australian legal qualification and at least five years' experience as a legal practitioner. Judicial experience in remote communities on broad range of matters is highly desirable, as is coronial experience. In addition, you must have the following personal and professional qualities:

Selection Criteria

- Outstanding legal expertise (ideally judicial and/or coronial expertise).
- Integrity, impartiality and professionalism.
- Exceptional organisational and decision-making skills.
- Excellent written and verbal communication skills.
- Interpersonal skills and sound judgement.
- Resilience and adaptability.

Eligibility

Eligibility requirements

- Citizenship: Candidates must be an Australian citizen to be eligible for these roles.
- Police and background checks: Preferred applicants may be the subject of police record checks and background checks.
- Security Clearance: The successful candidate must be able to obtain and/or maintain a security clearance at the Baseline level. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

How to apply

Applications for these positions close at **11.59pm AEDT on Sunday 4 October 2026**.

Your application should be submitted through the department's online recruitment system.

If you experience any issues submitting your application, please contact our recruitment team on 02 6136 8989 or via email at recruitment@infrastructure.gov.au to discuss an alternative way to submit your application.

Assessment Process

The assessment process is designed to determine the suitability of candidates for the role. As part of your application, you will need to provide:

- your current Curriculum Vitae (CV), no more than 4 pages;
- the name and contact details of 2 referees who can speak to your qualifications, experience, and conduct as it applies to the advertised role; and
- a statement of claims (maximum 750 words) addressing how you meet the selection criteria.

Candidates will be assessed by the panel initially on their written response to the selection criteria. It is essential that candidates provide a detailed and considered response to the criteria, as the assessment panel will rely on the information provided in this response in determining whether a candidate possesses suitable expertise, as identified in the descriptions above, to be invited to interview. In addition, shortlisted candidates will be asked to undergo psychometric assessments.

Your CV provides evidence that you have relevant work experience that supports your claimed expertise; it is not a substitute for detailed responses to the selection criteria.

Candidates should expect at least one referee check to be conducted if the panel considers the candidate may be suitable for appointment.

At the conclusion of the interview and referee checks, a list of suitable candidates and reasons will be provided to the Minister for Regional Development, Local Government and Territories and Minister for Emergency Management, to be considered for recommendation for appointment as a Magistrate. Candidates being considered for appointment will need to complete a private interests declaration.

Private Interests Declaration

As part of the application process, you will be asked to complete a Private Interests Declaration. You will be required to disclose, among other things, any criminal convictions, your financial interests, and whether you have ever been the subject of a substantiated or ongoing complaint to a professional body.

Privacy

Information provided by prospective applicants will be treated in accordance with the principles of the Privacy Act 1988 and the Freedom of Information Act 1982. The department will not disclose personal information to a third party without consent. You will be advised and consulted if any requests for personal information are made.

Notes

For more information about this role, including the type of person we are looking for and how to apply,

please refer to the position description available by clicking the 'Apply Now' button.

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Siobhan McDonnell, 02 6136 8962
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareer?jobId=48141&

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772489

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

Closing Date:Sunday 27 September 2026

Job Title	EL1 - Assistant Director, Protective Security Specialist, Integrated Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$126,838 - $144,278
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	Executive Level 1
Position Number	48063
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Protective Security is responsible for overseeing the department's physical and personnel security arrangements ensuring compliance with the Protective Security Policy Framework (PSPF).

The Section delivers security governance, risk management, policy, and operational functions, and supports a secure operating environment across all departmental sites.

The team safeguards the department's people, information and assets from security threats through a coordinated approach involving key stakeholders, including cyber security, property, WHS and fraud.

Duties

What you will do

The Protective Security specialist provides strategic and operational advice to support compliance with the department’s protective security obligations and responsibilities. The role oversees physical and personnel security activities across the department, coordinates security risk reviews and site security planning, and drives continuous uplift in security governance, assurance and compliance.

The Protective Security specialist manages security contracts and initiatives (including electronic access control systems), supports incident and breach investigations, contributes to internal and external security committees, and supervises a small team to deliver priorities and maintain effective stakeholder relationships.

Key duties and responsibilities include:

- Manage protective security contracts and service agreements and support security budget management.
- Coordinate Protective Security Risk Reviews and Site Security Plans across all departmental sites, including sites outside Canberra.
- Drive remediation, assurance and compliance improvements, including coordinating annual PSPF reporting processes.
- Deliver security awareness information sessions and maintain security-related intranet guidance and communications materials.
- Draft, review and maintain protective security policies, procedures, guidance and related communications material.
- Represent the department in internal and external security committees, working groups and forums.
- Lead or support investigations into suspected security breaches and manage complex security incidents and enquiries.
- Manage a small team, including oversight of workflows, priorities and capability development.
- Support personnel security activities, including pre-employment screening, security clearance processes and maintaining the Designated Security Assessed Positions (DSAP) register.
- Engage with internal and external stakeholders to provide accurate, strategic protective security advice to senior management.
- Ensure appropriate records are maintained in accordance with the Department’s record keeping standards
- Exercise all delegations efficiently, effectively, ethically and in line with appropriate guidelines

Take reasonable care for their own health and safety, and that of others who may be affected by the worker's acts or omissions.

Inherent requirements for the role

The inherent requirements for this role include:

- Strong working knowledge of the PSPF and experience applying protective security policy, governance and risk management in a complex organisation.
- Well-developed written and verbal communication skills, including the ability to provide clear, authoritative advice to senior stakeholders and manage sensitive matters with discretion.
- Demonstrated experience coordinating security risk reviews, site security planning, remediation activities and managing protective security contracts and/or physical security infrastructure initiatives.

Desirable requirements

- Demonstrated technical knowledge or experience relevant to Electronic Access Control Systems, security infrastructure or physical security technology.
- Ability to oversee technical security projects, including working with vendors, contractors and internal stakeholders to support delivery, maintenance and issue resolution.
- Experience leading or supervising staff, including setting priorities, managing workloads, building capability and supporting a positive team culture.
- Relevant qualifications or certifications in security risk management, project management, physical security, personnel security or a related field.
- Qualifications in risk management highly recommended.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an EL1 you will be expected to:

- Lead the integration of cultural considerations into work area outcomes.
- Build trusted relationships with Aboriginal and/or Torres Strait Islander stakeholders.
- Champion cultural capability within teams and challenges culturally unsafe practices.

Eligibility

Eligibility requirements

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

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Negative Vetting Level 2. 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 ten years for Negative Vetting 2 clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check**: The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

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

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

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To Apply

Position Contact	Hayley McIntyre, 0427 310 872
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772492

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

Closing Date:Sunday 27 September 2026

Job Title	EL1 - Assistant Director, Protective Security Specialist, Integrated Services, Affirmative Measures, First Nations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$126,838 - $144,278
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	Executive Level 1
Position Number	48143
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Protective Security is responsible for overseeing the department's physical and personnel security arrangements ensuring compliance with the Protective Security Policy Framework (PSPF).

The Section delivers security governance, risk management, policy, and operational functions, and supports a secure operating environment across all departmental sites.

The team safeguards the department's people, information and assets from security threats through a coordinated approach involving key stakeholders, including cyber security, property, WHS and fraud.

Duties

What you will do

The Protective Security specialist provides strategic and operational advice to support compliance with the department's protective security obligations and responsibilities. The role oversees physical and personnel security activities across the department, coordinates security risk reviews and site security planning, and drives continuous uplift in security governance, assurance and compliance.

The Protective Security specialist manages security contracts and initiatives (including electronic access control systems), supports incident and breach investigations, contributes to internal and external security committees, and supervises a small team to deliver priorities and maintain effective stakeholder relationships.

Key duties and responsibilities include:

- Manage protective security contracts and service agreements and support security budget management.
- Coordinate Protective Security Risk Reviews and Site Security Plans across all departmental sites, including sites outside Canberra.
- Drive remediation, assurance and compliance improvements, including coordinating annual PSPF reporting processes.
- Deliver security awareness information sessions and maintain security-related intranet guidance and communications materials.
- Draft, review and maintain protective security policies, procedures, guidance and related communications material.

- Represent the department in internal and external security committees, working groups and forums.
- Lead or support investigations into suspected security breaches and manage complex security incidents and enquiries.
- Manage a small team, including oversight of workflows, priorities and capability development.
- Support personnel security activities, including pre-employment screening, security clearance processes and maintaining the Designated Security Assessed Positions (DSAP) register.
- Engage with internal and external stakeholders to provide accurate, strategic protective security advice to senior management.
- Ensure appropriate records are maintained in accordance with the Department’s record keeping standards
- Exercise all delegations efficiently, effectively, ethically and in line with appropriate guidelines

Take reasonable care for their own health and safety, and that of others who may be affected by the worker's acts or omissions.

Inherent requirements for the role

The inherent requirements for this role include:

- Strong working knowledge of the PSPF and experience applying protective security policy, governance and risk management in a complex organisation.
- Well-developed written and verbal communication skills, including the ability to provide clear, authoritative advice to senior stakeholders and manage sensitive matters with discretion.
- Demonstrated experience coordinating security risk reviews, site security planning, remediation activities and managing protective security contracts and/or physical security infrastructure initiatives.

Desirable requirements

- Demonstrated technical knowledge or experience relevant to Electronic Access Control Systems, security infrastructure or physical security technology.
- Ability to oversee technical security projects, including working with vendors, contractors and internal stakeholders to support delivery, maintenance and issue resolution.
- Experience leading or supervising staff, including setting priorities, managing workloads, building capability and supporting a positive team culture.

- Relevant qualifications or certifications in security risk management, project management, physical security, personnel security or a related field.
- Qualifications in risk management highly recommended.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an EL1 you will be expected to:

- Lead the integration of cultural considerations into work area outcomes.
- Build trusted relationships with Aboriginal and/or Torres Strait Islander stakeholders.
- Champion cultural capability within teams and challenges culturally unsafe practices.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

This is an Affirmative Measures – First Nations applicants only position. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person

For more information please visit - Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants

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

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Negative Vetting Level 2. 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 ten years for Negative Vetting 2 clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check**: The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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

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To Apply

Position Contact	Hayley McIntyre, 0427 310 872
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772493

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

Closing Date:Sunday 27 September 2026

Job Title	EL1 - Assistant Director, Protective Security Specialist, Integrated Services, Affirmative Measures, Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$126,838 - $144,278
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA.
Classification	Executive Level 1
Position Number	48142
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Protective Security is responsible for overseeing the department's physical and personnel security arrangements ensuring compliance with the Protective Security Policy Framework (PSPF).

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The team safeguards the department's people, information and assets from security threats through a coordinated approach involving key stakeholders, including cyber security, property, WHS and fraud.

Duties

What you will do

The Protective Security specialist provides strategic and operational advice to support compliance with the department's protective security obligations and responsibilities. The role oversees physical and personnel security activities across the department, coordinates security risk reviews and site security planning, and drives continuous uplift in security governance, assurance and compliance.

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Key duties and responsibilities include:

- Manage protective security contracts and service agreements and support security budget management.
- Coordinate Protective Security Risk Reviews and Site Security Plans across all departmental sites, including sites outside Canberra.
- Drive remediation, assurance and compliance improvements, including coordinating annual PSPF reporting processes.
- Deliver security awareness information sessions and maintain security-related intranet guidance and communications materials.
- Draft, review and maintain protective security policies, procedures, guidance and related communications material.
- Represent the department in internal and external security committees, working groups and forums.

- Lead or support investigations into suspected security breaches and manage complex security incidents and enquiries.
- Manage a small team, including oversight of workflows, priorities and capability development.
- Support personnel security activities, including pre-employment screening, security clearance processes and maintaining the Designated Security Assessed Positions (DSAP) register.
- Engage with internal and external stakeholders to provide accurate, strategic protective security advice to senior management.
- Ensure appropriate records are maintained in accordance with the Department’s record keeping standards
- Exercise all delegations efficiently, effectively, ethically and in line with appropriate guidelines

Take reasonable care for their own health and safety, and that of others who may be affected by the worker's acts or omissions.

Inherent requirements for the role

The inherent requirements for this role include:

- Strong working knowledge of the PSPF and experience applying protective security policy, governance and risk management in a complex organisation.
- Well-developed written and verbal communication skills, including the ability to provide clear, authoritative advice to senior stakeholders and manage sensitive matters with discretion.
- Demonstrated experience coordinating security risk reviews, site security planning, remediation activities and managing protective security contracts and/or physical security infrastructure initiatives.

Desirable requirements

- Demonstrated technical knowledge or experience relevant to Electronic Access Control Systems, security infrastructure or physical security technology.
- Ability to oversee technical security projects, including working with vendors, contractors and internal stakeholders to support delivery, maintenance and issue resolution.
- Experience leading or supervising staff, including setting priorities, managing workloads, building capability and supporting a positive team culture.
- Relevant qualifications or certifications in security risk management, project management, physical security, personnel security or a related field.

- Qualifications in risk management highly recommended.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an EL1 you will be expected to:

- Lead the integration of cultural considerations into work area outcomes.
- Build trusted relationships with Aboriginal and/or Torres Strait Islander stakeholders.
- Champion cultural capability within teams and challenges culturally unsafe practices.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to people with disability.

For more information on Affirmative Measures - Disability, please visit - Affirmative measure for recruiting people with disability:guide for applicants | Australian Public Service Commission (apsc.gov.au)

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

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.

- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Negative Vetting Level 2. 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 ten years for Negative Vetting 2 clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check**: The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Hayley McIntyre, 0427 310 872
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772442

National Film and Sound Archive of Australia

Closing Date:Sunday 27 September 2026

Enterprises Archive Sales and Loans

Job Title	Access and Business Development Manager
Job Type	Full-Time, Ongoing
Location	Pyrmont NSW
Salary	$121,755 - $132,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	You may apply for flexible working arrangements.
Classification	Executive Level 1
Position Number	85508
Agency Website	https://www.nfsa.gov.au/

Job Description

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

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year. The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne.

We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the Team

The Enterprises team comprises two strands: Archive Sales & Loans and Rights & Distribution. These streams work together to offer a cohesive range of services to a broad cohort of external creators to facilitate access to the NFSA collection in accordance with the NFSA Act 2008.

The Archive Sales & Loans strand facilitates requests from external clients wishing to access and use the NFSA collection. Our clients include film production companies, broadcasters, media, distributors, cinemas, galleries, museums, libraries, government departments, universities, schools, academics, artists, and other creatives. Working in Archive Sales & Loans gives you an excellent overview of the collection.

The Opportunity

The Access and Business Development Manager is a leadership role responsible for managing a team of up to ten people with a focus on three key areas: team cohesion, client relationships, and innovative solutions that drive revenue.

The position will develop strategies to build and consolidate a team, ensure NFSA Enterprises meet client objectives, and uses product knowledge and sector experience to generate new business and retain existing customers.

The Access and Business Development Manager works collaboratively with the Senior Manager and Enterprises team leadership peers to foster an inclusive and psychologically safe team environment, promoting trust, collaboration, and a culture where all Enterprise team members feel valued, respected and empowered to contribute.

Duties

Key Responsibilities/Duties

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

- Lead, develop, promote and support the day-to-day functions of the Archive Sales & Loan team and manage workflows and processes to provide excellent customer service outcomes.
- In collaboration with the Senior Manager, define key client segments and develop strategies to increase awareness and use of NFSA’s collection, generating revenue growth.
- Develop and implement access-related policies and procedures in response to changing expectations of NFSA client groups including the production and recording sectors, cultural institutions and academic researchers.
- Provide high level written and oral advice relating to the work of the Archive Sales and Loans team and the Enterprises section.
- Utilise Customer Relationship Management (CRM) software to manage client data and track sales activities.
- Deliver regular insights and reporting to the Senior Manager, tracking sales figures and identifying successes and challenges.
- Monitor section performance and develop sustainable reporting frameworks to support business planning.
- Build and maintain strong, collaborative relationships, influencing and partnering with colleagues to deliver team objectives, support organisational priorities and foster an inclusive, respectful and psychologically safe culture.
- Represent the Enterprises section externally, building and maintaining strong relationships with key stakeholders and client groups to promote services, identify opportunities and support the achievement of business objectives.

Selection Criteria

The successful candidate must demonstrate their capacity against the following:

1. Demonstrated leadership skills and experience, including the ability to manage change effectively, fostering a positive and inclusive culture and ensuring collaboration amongst a high-performing team.
2. Demonstrated experience in an archive footage sales or commercial media role—supported by a strong understanding of archive and production processes—delivering exceptional client access services and navigating copyright and rights management.
3. Demonstrated commercial acumen and experience developing and implementing sales and business growth strategies, including identifying market opportunities, driving revenue growth and aligning services with customer needs and expectations.
4. Demonstrated capacity to manage competing priorities under tight deadlines to achieve both client and commercial success.
5. Highly developed communication and stakeholder engagement skills, including the ability to build productive relationships and influence decision making.
6. Demonstrated strategic thinking and analytical capability, including the ability to interpret sales and operational data, develop reporting frameworks, monitor performance and inform key decision-making.

Eligibility

Qualifications and/or relevant experience

Required:

- A minimum of two years in a team management role.
- Demonstrated experience in a commercial archive sales or media sales role.
- The ability to demonstrate relevant transferable skills and experience.

Desirable:

- Experience working in a similar role at a stock footage supplier, collecting institution, or in an audiovisual production environment.
- Tertiary qualifications in a related field.

How to Apply

When applying via our online e-recruitment system, please provide a written application addressing each Selection Criteria. Your current resume is also to be included in your application.

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

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.
- Obtain and maintain an Australian Government Baseline Security Clearance.
- Obtain and maintain a Working with Vulnerable People registration.

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities.
- Generous leave and flexible working arrangements.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive salary, plus 15.4% superannuation.
- Rewards and recognition initiatives.

Notes

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information see: RecruitAbility | Australian Public Service Commission (https://apsc.gov.au).

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Bronwyn Dowdall, 02 9202 02121
Agency Recruitment Site	https://candidate.aurion.cloud/nfsa/production/

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Prime Minister and Cabinet

Vacancy VN-0772432

Aboriginal Hostels Limited

Closing Date:Sunday 20 September 2026

SCA Region
Frontline Services, WA Broome Hostel

Job Title	Cook and Housekeepers
Job Type	Full-Time;Casual, Ongoing;Non-Ongoing
Location	Broome WA
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 2
Position Number	2230, 2231
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

About Aboriginal Hostels Limited (AHL)

AHL is a not-for-profit Commonwealth company dedicated to providing culturally safe and affordable accommodation for First Nations people who need to be away from home to access

services and economic opportunities. Since 1973, AHL has been committed to improving the quality of life and economic opportunities for First Nations people through a national network of over 40 hostels across Australia. Join us in making a meaningful impact and supporting our mission to enhance the lives of First Nations communities.

Duties

About the Roles

Working at AHL means being part of a supportive team where the work is practical, people-focused and meaningful. The small things you do each day matter! AHL is looking for people with backgrounds in hospitality, cleaning, customer service roles as well as those new or returning to the workforce.

Broome Hostel, Western Australia has immediate vacancies for:

- Cook
- Housekeepers

Why Join Us?

You will join a team that encourages collaboration to achieve outcomes, problem solving, continuous improvement and requires a high level of integrity. We promote a supportive working environment, with a strong commitment to professional growth, inclusion, and public service values.

About You

We are looking for people who are committed to supporting First Nations peoples and contributing to a safe, respectful and culturally safe environment. passionate about supporting First Nations communities:

- value respect and cultural safety;
- team players and strong communicators;
- reliable and take pride in practical work;
- able to follow policies, procedures and instructions; and
- willing to contribute to a welcoming, clean and comfortable environment for residents.

If this sounds like you, we encourage you to apply by visiting - Work with us | Aboriginal Hostels Limited

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 AHL 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 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

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

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

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Tiangela Cassidy, 0455 910 177
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772436

Aboriginal Hostels Limited

Closing Date:Sunday 20 September 2026

SCA Region
Frontline Services, WA South Hedland Hostel

Job Title	Hostel Worker and Assistant Hostel Manager
Job Type	Full-Time;Casual, Ongoing;Non-Ongoing
Location	South Hedland WA
Salary	$62,775 - $86,246
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 2;APS Level 4
Position Number	Multiple
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

About Aboriginal Hostels Limited (AHL)

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Duties

About the Roles

Working at AHL means being part of a supportive team where the work is practical, people-focused and meaningful. The small things you do each day matter! AHL is looking for people with backgrounds in hospitality, cleaning, customer service roles as well as those new or returning to the workforce.

South Hedland currently has vacancies for:

- Cook
- Housekeeper
- Night Attendants

- Assistant Hostel Manager.

Why Join Us?

You will join a team that encourages collaboration to achieve outcomes, problem solving, continuous improvement and requires a high level of integrity. We promote a supportive working environment, with a strong commitment to professional growth, inclusion, and public service values.

About You

We are looking for people who are committed to supporting First Nations peoples and contributing to a safe, respectful and culturally safe environment. passionate about supporting First Nations communities:

• value respect and cultural safety;

• team players and strong communicators;

• reliable and take pride in practical work;

• able to follow policies, procedures and instructions; and

• willing to contribute to a welcoming, clean and comfortable environment for residents.

If this sounds like you, we encourage you to apply by visiting the AHL website Work with us | Aboriginal Hostels Limited

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 AHL 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 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

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To Apply

Position Contact	Tiangela Cassidy, 0455 910 177
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772439

Aboriginal Hostels Limited

Closing Date:Sunday 20 September 2026

SCA Region
Frontline Services, WA Trilby Cooper Hostel

Job Title	Night Attendants and Houskeepers
Job Type	Full-Time;Casual, Ongoing;Non-Ongoing
Location	Kalgoorlie WA
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 2
Position Number	Multiple
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

About Aboriginal Hostels Limited (AHL)

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Duties

About the Roles

Working at AHL means being part of a supportive team where the work is practical, people-focused and meaningful. The small things you do each day matter! AHL is looking for people with backgrounds in hospitality, cleaning, customer service roles as well as those new or returning to the workforce.

Trilby Cooper Hostel - located in *Kalgoorlie, Western Australia* currently has vacancies for:

- Night Attendants
- Housekeepers.

Why Join Us?

You will join a team that encourages collaboration to achieve outcomes, problem solving, continuous improvement and requires a high level of integrity. We promote a supportive working environment, with a strong commitment to professional growth, inclusion, and public service values.

About You

We are looking for people who are committed to supporting First Nations peoples and contributing to a safe, respectful and culturally safe environment. passionate about supporting First Nations communities:

• value respect and cultural safety;

• team players and strong communicators;

• reliable and take pride in practical work;

• able to follow policies, procedures and instructions; and

• willing to contribute to a welcoming, clean and comfortable environment for residents.

If this sounds like you, we encourage you to apply by visiting the AHL Work with us | Aboriginal Hostels Limited

Eligibility

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Notes

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To Apply

Position Contact	Tiangela Cassidy, 0455 910 177
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772448

Aboriginal Hostels Limited

Closing Date:Sunday 20 September 2026

Frontline Services
Alice Springs Regional

Job Title	Hostel Workers
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Alice Springs NT
Salary	$62,775 - $68,225
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	VN-0772448
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Join Our Team and Make a Difference!

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Housekeeper, Night Attendant, Cook and Weekend Cook to join our team and help create a safe, clean, and welcoming environment at our facilities and hostels.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service.

Duties

HOUSEKEEPER

What we are looking for:

- A passion for maintaining a high level of housekeeping.

- If you don’t have experience – then a willingness to learn!
- The health and fitness to participate in an active role.
- The ability to follow procedures and work independently.
- A positive attitude and a friendly disposition.
- Candidates must have Australian citizenship or permanent residency.
- Ability to get and maintain police check and a Working with Children Check.

Key Responsibilities:

- Ensure all areas at our hostel are clean, safe, and hygienic for residents and staff.
- Clean and maintain resident rooms and communal areas such as kitchens and bathrooms
- Complete laundry tasks
- Handle cleaning supplies and equipment carefully and follow safety guidelines.
- Assist with other general maintenance tasks as needed.

NIGHT ATTENDANT

What we are looking for:

- Candidates who have some experience in the position or related work.
- People with a passion for supporting First Nations young people living away from home.
- The ability to follow procedures and work independently.
- A positive attitude and a friendly disposition.
- Candidates must have Australian citizenship
- Ability to get and maintain police check and a Working with Children Check.

Key Responsibilities:

- Maintain the safety of students and the security of the premises.
- Provide overnight student supervision.
- Respond to emergencies.
- Report activity and irregularities, including student behaviour, damage to property or maintenance issues, presence of unauthorised persons or other unusual occurrences.

COOK

What we are looking for:

- Prepare meals in accordance with AHL’s set menus, Food Safety Standards Australia and other relevant legislation
- Stocktake management rotate, receive and monitor food and kitchen supplies
- Ensure the kitchen is cleaned to a standard as well as the dining areas.

Key Responsibilities:

- Experience in meal preparation in an industry-based environment, ensuring the safe production of quality food without compromise to Food Safety Standards Australia.
- Experience in commercial cookery, with an ability to manage stock rotation while ensuring timely service and hygiene of cooking equipment.
- Good understanding of cleanliness and health standards required whilst preparing food at the workstation.

Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain relevant qualifications
- Maintain or hold a Working With children's card in Northern Territory (NT)

Notes

What We Offer:

- **Competitive Pay & Benefits:** $62,775 - $68,425 per annum (pro-rated for part-time) with 15.4% superannuation, and generous leave entitlements.
- **Job Security & Career Growth:** Enjoy stable, ongoing employment with plenty of opportunities to grow and move up within the organisation.
- **Supportive Team Culture:** You'll be part of a friendly, inclusive team where your work is valued.
- **Regular salary packaging options:** for vehicles, superannuation and devices etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous Leave Entitlements:** additional days off when your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave.
- **Employee Assistance Program:** Employees, their partners, and their dependants will have access to a confidential, professional counselling service to assist employees manage personal and work issues.

How to apply:

- Upload and **complete the application form**, available from our website Work with us | Aboriginal Hostels Limited
- Email your **application form and current resume** to jobs@ahl.gov.au by 11:59PM AEST, **Sunday 20 September 2026.**
- Include your name and the job reference **(VN-0772448)** in the subject of your email.

Contact person: JesyJames Carr – 0448 061 407

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

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

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To Apply

Position Contact	JesyJames Carr, 0448 061 407
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772543

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Sunday 27 September 2026

Collection Services Group
Collection Management

Job Title	Team Leader Manuscripts (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements may be negotiated with the successful candidate
Classification	APS Level 6
Position Number	47_08/26
Agency Website	https://aiatsis.gov.au/

Job Description

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

About the Group

The Collections Services Group is responsible for the development, management, preservation and provision of access to the AIATSIS Collection at both Maraga (Canberra) and Mparntwe (Central Australia) sites. The Group manages, describes, preserves, digitises and provides access to the AIATSIS Collection.

About the Program Area

The Collection Management Program sits within the Collection Services Group. Collection Management consists of the Audiovisual and Photographic Unit and the Print and Published Unit. Key operational activities of the program include cataloguing, accessioning, and describing the AIATSIS Audiovisual, Photographic, Manuscript archival and Published collections to enhance discoverability of, and access to, these collections for all Australians. Collection Management works closely with Collection Development and Care, Collection Preservation and Digitisation, and Collection Access teams to support the discoverability and accessibility of the AIATSIS collection for all Australians.

Role Summary

AIATSIS is seeking an experienced Archivist to join the Print and Published team within the Collection Management Program. The successful candidate will bring demonstrated experience in archival management and collection stewardship, applying professional archival principles and standards to support the preservation, organisation, accessibility, and ongoing care of significant collections. This role offers an opportunity to make a meaningful contribution to the stewardship and accessibility of collections that support the preservation and sharing of Aboriginal and Torres Strait Islander knowledge and histories.

The Team Leader leads the development, management and documentation of AIATSIS archival collection materials. The role oversees a team of archivists to assess, accession, catalogue and describe AIATSIS collection material. This position reports to the Assistant Director Collection Management.

Duties

- leading collection management and description activities.
- managing workflow, priorities and team performance.
- training, mentoring and supervising staff.
- supporting access to collections through high-quality description and research.
- managing complex archival collections and legacy collection issues.
- developing and reviewing policies, standards and procedures.
- ensuring the appropriate management of culturally sensitive materials.
- building relationships with internal and external stakeholders.
- supporting business planning and continuous improvement.
- contributing to the achievement of AIATSIS goals and objectives.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- works in genuine partnership with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.
- communicates respectfully with Aboriginal and Torres Strait Islander stakeholders, clients, and colleagues.
- has an authentic and respectful interest in Aboriginal and Torres Strait Islander culture, policy, and implementation matters.

AIATSIS embodies Yindyamarra in everything we do.

Skills, knowledge and personal attributes

To be successful in the role, you will have a demonstrated understanding of the role of a major specialist collection in meeting the needs of Aboriginal and Torres Strait islander people and researchers. This includes the capacity to learn about Indigenous Cultural and Intellectual Property Rights, Indigenous cultural protocols and related cultural safety issues.

You will come with the following skills, experience and attributes:

- demonstrated experience as an archivist working in Collection Management and documentation, including collection care, processing and describing archival materials to professional standards and working with collection management systems and processes.
- excellent interpersonal skills, including strong oral and written communication skills with internal and external stakeholders on complex matters.
- demonstrated ability to train, motivate, and supervise staff.
- ability to lead effectively in complex and ambiguous environments, identify practical solutions to collection management challenges, and drive outcomes on difficult or legacy issues.
- ability to contribute to business planning, as well as policy and procedure development.
- tertiary qualifications in
    - information management,
    - archival administration, or
    - related fields.
    - transferable skills and extensive experience are also recognised.

Notes

Applications close **11.30pm** Sunday 27 September 2026.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation
- Medical clearance

This vacancy is being advertised concurrently under an affirmative measure and Identified recruitment process. There is 1 position available.

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?

As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

About the Australian 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	Grace Blake, 02 6261 4227
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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

Prime Minister and Cabinet

Vacancy VN-0772544

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Sunday 27 September 2026

Collection Services Group
Collection Management

Job Title	Team Leader Manuscripts
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements may be negotiated with the successful candidate
Classification	APS Level 6
Position Number	53_09/26
Agency Website	https://aiatsis.gov.au/

Job Description

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

This is an Identified position open to all Australian Citizens

About the Group

The Collections Services Group is responsible for the development, management, preservation and provision of access to the AIATSIS Collection at both Maraga (Canberra) and Mparntwe (Central Australia) sites. The Group manages, describes, preserves, digitises and provides access to the AIATSIS Collection.

About the Program Area

The Collection Management Program sits within the Collection Services Group. Collection Management consists of the Audiovisual and Photographic Unit and the Print and Published Unit. Key operational activities of the program include cataloguing, accessioning, and describing the AIATSIS Audiovisual, Photographic, Manuscript archival and Published collections to enhance discoverability of, and access to, these collections for all Australians. Collection Management works closely with Collection Development and Care, Collection Preservation and Digitisation, and Collection Access teams to support the discoverability and accessibility of the AIATSIS collection for all Australians.

Role Summary

AIATSIS is seeking an experienced Archivist to join the Print and Published team within the Collection Management Program. The successful candidate will bring demonstrated experience in archival management and collection stewardship, applying professional archival principles and standards to support the preservation, organisation, accessibility, and ongoing care of significant collections. This role offers an opportunity to make a meaningful contribution to the stewardship and accessibility of collections that support the preservation and sharing of Aboriginal and Torres Strait Islander knowledge and histories.

The Team Leader leads the development, management and documentation of AIATSIS archival collection materials. The role oversees a team of archivists to assess, accession, catalogue and describe AIATSIS collection material. This position reports to the Assistant Director Collection Management.

Duties

- leading collection management and description activities.
- managing workflow, priorities and team performance.
- training, mentoring and supervising staff.
- supporting access to collections through high-quality description and research.
- managing complex archival collections and legacy collection issues.
- developing and reviewing policies, standards and procedures.
- ensuring the appropriate management of culturally sensitive materials.
- building relationships with internal and external stakeholders.
- supporting business planning and continuous improvement.
- contributing to the achievement of AIATSIS goals and objectives.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.

- works in genuine partnership with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.
- communicates respectfully with Aboriginal and Torres Strait Islander stakeholders, clients, and colleagues.
- has an authentic and respectful interest in Aboriginal and Torres Strait Islander culture, policy, and implementation matters.

AIATSIS embodies Yindyamarra in everything we do.

Skills, knowledge and personal attributes

To be successful in the role, you will have a demonstrated understanding of the role of a major specialist collection in meeting the needs of Aboriginal and Torres Strait islander people and researchers. This includes the capacity to learn about Indigenous Cultural and Intellectual Property Rights, Indigenous cultural protocols and related cultural safety issues.

You will come with the following skills, experience and attributes:

- demonstrated experience as an archivist working in Collection Management and documentation, including collection care, processing and describing archival materials to professional standards and working with collection management systems and processes.
- excellent interpersonal skills, including strong oral and written communication skills with internal and external stakeholders on complex matters.
- demonstrated ability to train, motivate, and supervise staff.
- ability to lead effectively in complex and ambiguous environments, identify practical solutions to collection management challenges, and drive outcomes on difficult or legacy issues.
- ability to contribute to business planning, as well as policy and procedure development.
- tertiary qualifications in
    - information management,
    - archival administration, or
    - related fields.
    - transferable skills and extensive experience are also recognised.

Notes

Applications close **11.30pm** Sunday 27 September 2026.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation
- Medical clearance

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process. There is 1 position available.

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them. You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?

As all positions at AIATSIS are ‘Identified’ each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

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To Apply

Position Contact	Grace Blake, 02 6261 4227
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0772545

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Sunday 27 September 2026

Collection Services Group
Collection Management

Job Title	Senior Archivist (Affirmative Measures)
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements may be negotiated with the successful candidate
Classification	APS Level 5
Position Number	48_08/26
Agency Website	https://aiatsis.gov.au/

Job Description

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

About the Group

The Collections Services Group is responsible for the development, management, preservation and provision of access to the AIATSIS Collection at both Maraga (Canberra) and Mparntwe (Central Australia) sites. The Group manages, describes, preserves, digitises and provides access to the AIATSIS Collection.

About the Program Area

The Collection Management Program sits within the Collection Services Group. Collection Management consists of the Audiovisual and Photographic Unit and the Print and Published Unit. Key operational activities of the program include cataloguing, accessioning, and describing the AIATSIS Audiovisual, Photographic, Manuscript archival and Published collections to enhance discoverability of, and access to, these collections for all Australians. Collection Management works closely with Collection Development and Care, Collection Preservation and Digitisation, and Collection Access teams to support the discoverability and accessibility of the AIATSIS collection for all Australians.

Role Summary

The Senior Archivist supports increased online access to AIATSIS diverse archival collections with a project focus on languages materials. The role identifies, assesses, describes and processes collections to improve their discoverability and accessibility through online discovery platforms.

The position manages collections through a processing and digitisation pipeline, ensuring priority materials are made available online as efficiently as possible. The role contributes to the development of workflows, procedures and reporting, and provides advice on the ongoing improvement of collection management systems and online discovery platforms to enhance the user experience.

This position reports to the APS 6 Team Leader Manuscripts.

Duties

- undertaking archival description and metadata enhancement activities.
- reprocessing collections to improve access, discoverability and online delivery.
- reassociating disassociated and mixed-format collections to improve collection integrity.
- identifying and prioritising materials for digitisation to support access objectives.
- managing collections through the processing and digitisation pipeline to support timely online access.
- contributing to the continuous improvement of workflows, processes and documentation.
- collecting, analysing and reporting on project data, statistics and outcomes.
- communicating project progress and outcomes in support of AIATSIS strategic priorities via a range of channels such as reporting, newsletters and blogs.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
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- has an authentic and respectful interest in Aboriginal and Torres Strait Islander culture, policy, and implementation matters.

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Skills, knowledge and personal attributes

To be successful in the role, you will have a demonstrated understanding of the role of a major specialist collection in meeting the needs of Aboriginal and Torres Strait islander people and researchers. You will have practical project management experience.

You will come with the following skills, experience and attributes:

- demonstrated understanding of the role of a major specialist collection in meeting the needs of Aboriginal and Torres Strait Islander people and researchers.
- experience working with archival processing and description, including applying archival standards and best practice.
- ability to learn and effectively use collection management systems, specialised metadata, and digital collection workflows.
- demonstrated experience developing, maintaining and monitoring prioritisation frameworks or work plans to support the delivery of project and operational outcomes.
- experience contributing to process improvement and the development of procedures and workflows.
- experience gathering data for project reporting and an understanding of how projects relate to broader strategy and benefits.
- tertiary qualifications in
    - information management,
    - archival administration,
    - or related fields.
    - transferable skills and extensive experience are also recognised.

Notes

Applications close **11.30pm** Sunday 27 August 2026.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation

This vacancy is being advertised concurrently under an affirmative measures and identified recruitment process. There is 1 position available.

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

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The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?

As all positions at AIATSIS are ‘Identified’ each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

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To Apply

Position Contact	Grace Blake, 02 6261 4227
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0772546

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Sunday 27 September 2026

Collection Services Group
Collection Management

Job Title	Senior Archivist
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements may be negotiated with the successful candidate
Classification	APS Level 5
Position Number	54_09/26
Agency Website	https://aiatsis.gov.au/

Job Description

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

This is an Identified position open to all Australian Citizens

About the Group

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This position reports to the APS 6 Team Leader Manuscripts.

Duties

- undertaking archival description and metadata enhancement activities.
- reprocessing collections to improve access, discoverability and online delivery.
- reassociating disassociated and mixed-format collections to improve collection integrity.
- identifying and prioritising materials for digitisation to support access objectives.
- managing collections through the processing and digitisation pipeline to support timely online access.
- contributing to the continuous improvement of workflows, processes and documentation.
- collecting, analysing and reporting on project data, statistics and outcomes.
- communicating project progress and outcomes in support of AIATSIS strategic priorities via a range of channels such as reporting, newsletters and blogs.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

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Skills, knowledge and personal attributes

To be successful in the role, you will have a demonstrated understanding of the role of a major specialist collection in meeting the needs of Aboriginal and Torres Strait islander people and researchers. You will have practical project management experience.

You will come with the following skills, experience and attributes:

- demonstrated understanding of the role of a major specialist collection in meeting the needs of Aboriginal and Torres Strait Islander people and researchers.
- experience working with archival processing and description, including applying archival standards and best practice.
- ability to learn and effectively use collection management systems, specialised metadata, and digital collection workflows.
- demonstrated experience developing, maintaining and monitoring prioritisation frameworks or work plans to support the delivery of project and operational outcomes.
- experience contributing to process improvement and the development of procedures and workflows.
- experience gathering data for project reporting and an understanding of how projects relate to broader strategy and benefits.
- tertiary qualifications in
    - information management,
    - archival administration,
    - or related fields.
    - transferable skills and extensive experience are also recognised.

Notes

Applications close **11.30pm** Sunday 27 September 2026.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process. There is 1 position available.

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

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What is Cultural Capability?

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To Apply

Position Contact	Grace Blake, 02 6261 4227
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0772541

Northern Land Council

Closing Date:Tuesday 15 September 2026

Land and Sea Management
Sea Country

Job Title	Senior Advisor - Sea Country Strategy and Partnerships
Job Type	Full-Time, Ongoing
Location	Berrimah NT
Salary	-
Future Merit Locations	Berrimah
Office Arrangement	On Site
Office Arrangement Details	On-Site
Classification	
Position Number	DS34
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/1839892/?subSourceId=9999&typeId=job

Help support aspirations of Aboriginal people for their sea country and shape the future of Aboriginal sea rights, governance and sustainable Sea Country management across the Top End.

Duties

This role will lead the development of Sea Country strategies, policy positions, frameworks and action plans that strengthen Aboriginal participation and influence in marine and fisheries management. The Successful candidate will work directly with Traditional Owners and bring together government, industry, research institutions and other partners to navigate sensitive and complex issues, lead consultation and negotiations for long term arrangements, and build relationships that deliver sustainable cultural, social, employment and economic opportunities.

As a trusted senior advisor, you will keep NLC leaders informed about emerging policy issues, risks and opportunities affecting Aboriginal sea rights and Sea Country outcomes, and turn this advice into clear submissions, briefings and strategic reports for senior management, Council and external decision-makers. You will also mentor staff, including a Project Officer, and help create a culturally safe, accountable and collaborative environment where high-quality Sea Country initiatives can succeed.

Eligibility

You are a credible and culturally responsive advisor who can translate complex law, policy and stakeholder interests into practical outcomes.

In addition to this, you will have -

- Tertiary qualification in Aboriginal policy, marine or environmental management, fisheries or natural resource management, or a related field, or extensive equivalent experience.
- Minimum of three (3) years' experience providing technical or policy advice in marine governance, fisheries management or Aboriginal land and sea rights.
- Strong understanding of the Aboriginal Land Rights (NT) Act 1976, Native Title Act 1993 and related NT and Commonwealth legislation governing sea rights.
- Proven ability to liaise and collaborate effectively with Aboriginal communities, government and industry in culturally responsive ways.
- For a full copy of the Position Description refer to the link provided below.

Notes

What's in it for you?

At the NLC, you'll be part of a team that's grounded in purpose and committed to Country. You'll lead work that matters - supporting Traditional Owners, protecting cultural knowledge, and enabling informed decision-making through the power of data. In return, you'll enjoy a supportive workplace, opportunities for professional growth, and the chance to make a lasting impact across the Northern Territory.

We offer:

- A **base salary** of **$119,571** per annum plus **15% superannuation** on base and District allowance.
- **Salary sacrificing up to $15,900** + Meal Entertainment and Holiday Accommodation benefits up to $2,650 per year.
- Other benefits under our **Enterprise Agreement** include:
  - **District allowance** of up to $4,884 (DA2) per annum for individuals with dependents and $2,678 (DA1) without dependents;
  - **5 weeks annual leave**, leaving loading, 18 days personal leave;
  - **Paid Christmas** close down;
  - Upon completion of 12 months of service an **Annual airfare** with a net (in hand) value of $3,177;

The Northern Land Council is committed to increasing Aboriginal and Torres Strait Islander employment. This position is a prioritised position and Aboriginal and/or Torres Strait Islander applicants who meet the selection requirements will be given priority consideration in accordance with the NLC's Special Measures provisions and Section 8(1) of the Racial Discrimination Act 1975.

How to Apply:

Interested applicants should send a copy of their CV along with a cover letter outlining why you are interested in this position and what relevant skills and expertise you will bring to this role.

If you have any further queries, please contact Ashley Perez – Sea Country Manager on 0447 229 473

Applications Close: Tuesday, 15 September 2026

About the NLC:

The Northern Land Council (NLC) is an independent statutory authority of the Commonwealth. The NLC is established under the Aboriginal Land Rights Act (NT) 1976 and its purpose is to serve its constituents who are Traditional Owners (TOs) and other Aboriginal people living in their region. Cultural knowledge and lived experience are central to the work that we do here at NLC. We are committed to enhancing Aboriginal peoples social, political and economic participation by supporting their aspirations and amplifying their voices on a range of issues impacting on their lands, seas, culture and communities.

About the Northern Land Council

To Apply

Position Contact	Ashley Perez – Sea Country Manager, 0447 229 473
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/1839892/?subSourceId=9999&typ

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Prime Minister and Cabinet

Vacancy VN-0772542

Northern Land Council

Closing Date:Tuesday 15 September 2026

Land and Sea Management
Sea Country

Job Title	Project Officer - Strategy and Partnerships
Job Type	Full-Time, Ongoing
Location	Berrimah NT
Salary	-
Future Merit Locations	Berrimah
Office Arrangement	On Site
Office Arrangement Details	On-Site
Classification	
Position Number	DST6
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/1839896/?subSourceId=9999&typeId=job

Help turn Traditional Owners' Sea Country priorities into practical strategies, strong partnerships and lasting outcomes across the NLC region.

Duties

The **Northern Land Council** is seeking an Aboriginal and/or Torres Strait Islander **Project Officer** to support the delivery of Sea Country strategy and partnership initiatives. Working under the guidance of the Senior Advisor - Sea Country Strategy and Partnerships, you will coordinate projects, undertake policy and research work, prepare clear and influential advice, and help bring together Traditional Owners, government, industry, research organisations and other partners.

This is a varied role with a strong connection to Country and community. Your work will contribute to initiatives arising from the Blue Mud Bay High Court decision, Aboriginal sea rights, marine governance, fisheries management and long-term access arrangements. You will help ensure that Traditional Owners' aspirations are accurately understood, documented and reflected in project planning, policy and implementation.

Key responsibilities include:

- Coordinating Sea Country projects, milestones, risks, budgets and reporting researching and analysing policy, legislation and technical information.
- Preparing high-quality briefings, reports, submissions, presentations and correspondence.
- Supporting culturally appropriate consultation and engagement with Traditional Owners.

- Building productive partnerships across government, industry, research and Aboriginal organisations; and coordinating project governance, meetings, records, action tracking and cross-service collaboration.

Eligibility

You will be a thoughtful and organised project professional who can work respectfully across cultures, build trust and translate complex information into clear advice and practical action. You will be comfortable managing competing priorities under limited direction while contributing positively to a collaborative team.

You will also have:

- A relevant tertiary qualification in Aboriginal policy, environmental, marine or natural resource management, project management or a related discipline, or equivalent demonstrated experience.
- Experience coordinating projects, programs or policy initiatives in government, an Aboriginal organisation or a natural resource management environment;
- Well-developed research, analysis and problem-solving skills, including the ability to interpret legislation, policy and technical material;
- Strong cross-cultural communication and relationship-building skills, together with a demonstrated commitment to Aboriginal self-determination; and a current NT C Class Driver Licence and willingness to undertake regular travel to regional and remote areas.

For a full copy of the Position Description refer to the link provided below.

Notes

What's in it for you?

At the NLC, you will join a purpose-driven organisation working alongside Traditional Owners to protect rights, strengthen Aboriginal decision-making and support the sustainable management of land and sea Country. You will have the opportunity to contribute to significant Sea Country initiatives, develop your policy and project skills, and build partnerships that deliver practical benefits for Aboriginal people.

We offer:

- A **base salary of $86,257** per annum plus **15% superannuation** on base and District allowance
- **Salary sacrificing up to $15,900** + Meal Entertainment and Holiday Accommodation benefits up to $2,650 per year.
- Other benefits under our Enterprise Agreement include:
    - **District allowance** of up to $4,884 (DA2) per annum for individuals with dependents and $2,678 (DA1) without dependents;
    - **5 weeks annual leave**, leaving loading, 18 days personal leave;
    - **Paid Christmas** close down;
    - Upon completion of 12 months of service an **Annual airfare** with a net (in hand) value of $3,177;

This is a designated Aboriginal and/or Torres Strait Islander position. Applicants must be Aboriginal and/or Torres Strait Islander and will be required to provide confirmation of Aboriginal and/or Torres Strait Islander identity. The designation is a special measure intended to promote equality of opportunity in accordance with section 57 of the Anti-Discrimination Act 1992 (NT) and section 8(1) of the Racial Discrimination Act 1975 (Cth).

How to Apply:

Interested applicants should send a copy of their CV along with a cover letter outlining why you are interested in this position and what relevant skills and expertise you will bring to this role.

For further information, please contact Ashley Perez – Sea Country Manager on 0447229473

Applications close: Tuesday, 15 September 2026

About the NLC:

The Northern Land Council (NLC) is an independent statutory authority of the Commonwealth established under the Aboriginal Land Rights (Northern Territory) Act 1976. We serve Traditional Owners and other Aboriginal people across the Top End of the Northern Territory. Cultural knowledge and lived experience are central to our work. We support Aboriginal peoples' social, political and economic participation, advance their aspirations and amplify their voices on matters affecting their lands, seas, culture and communities.

About the Northern Land Council

To Apply

Position Contact	Ashley Perez – Sea Country Manager, 0447 229 473
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/1839896/?subSourceId=9999&typ

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Prime Minister and Cabinet

Vacancy VN-0772463

Torres Strait Regional Authority

Closing Date:Sunday 20 September 2026

Torres Strait Regional Authority
Administration Economic Development

Job Title	Project Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 5
Position Number	T01758
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%2I

TSRA is seeking experienced and motivated individual to join our Economic Development Program on Thursday Island.

Duties

The Project Officer roles include:

• Working with communities, businesses and government agencies to identify needs, address issues and support participation in the local and broader economy;

• Assisting the Senior Project Officer to develop and deliver practical solutions that help clients succeed in business and economic activities, including partnerships between Indigenous and non-Indigenous businesses.

• Assessing and monitoring home loans, business loans and grants.

• Coordinating and supporting business workshops.

• Supporting the delivery of multiple tasks and projects at the same time.

• Undertaking other duties as required and directed by the Senior Project Officer or Assistant Director.

Eligibility

Employment is subject to the following conditions:

• Citizenship – applicants must be an Australian Citizen.

• Police check – any new APS employee must undergo a National Crime Check.

• Probation – a probation period will apply to any new APS employee

• Security clearance – successful candidates may be required to obtain and maintain a AGSVA security clearance commensurate with their particular role requirements.

• A ‘working with children’ Blue Card, or the ability to obtain a ‘working with children’ Blue Card.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

About the 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	Latoya Nakata, 07 4069 0700
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&Cu

Services Australia (part of the Social Services Portfolio)

Vacancy VN-0772339

Services Australia

Closing Date:Monday 21 September 2026

Technology and Digital Programs
Chief Technology Officer

Job Title	Assistant Director - Risk Management and Business Continuity
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$122,493 - $135,731
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	Executive Level 1
Position Number	EXT-EL-2026-972
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=972&company=depthsP5

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australian's trust.

Technology and Digital Programs (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia.

Our solutions are scalable, adaptable and position the Group as an industry leader. We operate cutting edge technology solutions critical to Australian citizens across major life events.

Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital.

Be part of a dynamic, supportive and collaborative work environment.

What we do

The Chief Technology Officer (CTO) Division is part of the Technology and Digital Programs (TDP) Group. The division provides the architectural, innovation, assurance, technology and workforce plans that underpin whole-of-government ICT capabilities. We empower TDP's workforce to create secure and easy digital government services that Australians trust.

The CTO Division brings together strategic technology leadership, governance, assurance and workforce capability to support the delivery of secure, reliable and resilient digital services. Working across a large and complex ICT environment, the division partners with business and technical stakeholders to strengthen organisational capability, manage risk and support the continuity of critical services that Australians rely on every day.

Assistant Directors – Risk Management and Business Continuity support the development, implementation and continuous improvement of risk management and business continuity practices across Technology and Digital Programs (TDP).

The role undertakes risk assessments, facilitates business impact analysis activities, develops and maintains business continuity plans, and supports continuity testing and preparedness activities. The position works closely with business areas, risk specialists and technical stakeholders to identify critical business processes, dependencies, recovery requirements and opportunities to strengthen organisational resilience.

Working under broad direction, the Assistant Director exercises considerable independence, provides specialist advice and contributes to the delivery of risk management and business continuity outcomes across complex business and ICT environments.

Duties

- Develop, implement and continuously improve risk management and business continuity frameworks, policies, plans and supporting documentation to strengthen organisational resilience.
- Lead risk assessments and Business Impact Analysis activities to identify critical business processes, operational dependencies, recovery priorities and continuity requirements.
- Develop, review and maintain Business Continuity Plans in partnership with business and technical stakeholders to ensure continuity arrangements remain effective and relevant.
- Plan, facilitate and evaluate business continuity exercises, testing and preparedness activities, identifying opportunities to strengthen resilience and recovery capability.
- Monitor risk controls, treatment plans, continuity activities and control effectiveness, providing recommendations to address gaps and improve risk outcomes.
- Analyse risk information, business impacts and emerging trends to identify vulnerabilities and inform risk mitigation and resilience strategies.
- Prepare high-quality reports, briefs, governance papers and recommendations to support decision-making, assurance activities and governance requirements.
- Lead and develop staff by providing clear direction, coaching and mentoring, managing performance, fostering an inclusive team culture and building capability to deliver business outcomes.

Eligibility

All employees must comply with the Australian Public Service Values, Code of Conduct and Employment Principles.

Security Clearance level required: Baseline (or ability to obtain and maintain).

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia’s workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency’s surge workforce, all learning and development and technical/site leadership will be provided to you to enable you to undertake that work.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Stacey Whiting, 0475 604 507
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=9728

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0772340

Services Australia

Closing Date:Monday 21 September 2026

Technology and Digital Programs
Chief Technology Officer

Job Title	Director - Risk Management and Business Continuity
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$141,751 - $168,571
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	Executive Level 2
Position Number	EXT-EL-2026-970
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/c

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=970&company=depthsP5

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australian's trust.

Technology and Digital Programs Group (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia.

Our solutions are scalable, adaptable and position the Group as an industry leader. We operate cutting edge technology solutions critical to Australian citizens across major life events.

Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital.

Be part of a dynamic, supportive and collaborative work environment.

What we do

The Chief Technology Officer (CTO) Division is part of the Technology and Digital Programs (TDP) Group. The division provides the architectural, innovation, assurance, technology and workforce plans that underpin whole-of-government ICT capabilities. We empower TDP's workforce to create secure and easy digital government services that Australians trust.

The CTO Division brings together strategic technology leadership, governance, assurance and workforce capability to support the delivery of secure, reliable and resilient digital services. Working across a large and complex ICT environment, the division partners with business and technical stakeholders to strengthen organisational capability, manage risk and support the continuity of critical services that Australians rely on every day.

Directors – Risk Management and Business Continuity lead the strategic management and continuous improvement of risk management, business continuity and organisational resilience across Technology and Digital Programs (TDP).

The role provides strategic leadership and advice on enterprise risks, control effectiveness, resilience, preparedness and continuity capability. Directors work with senior stakeholders to ensure critical business services, processes and supporting systems are appropriately protected and recoverable during disruptions.

Operating with a high level of autonomy, the role leads governance, assurance, reporting and improvement activities and drives a proactive risk and resilience culture across complex business and ICT environments.

Duties

- Lead the strategic direction, implementation and continuous improvement of risk management and business continuity practices across TDP.
- Oversee enterprise risk assessments, Business Impact Analysis activities and continuity planning to ensure critical business processes, ICT systems and dependencies are understood and managed.
- Lead the development, assurance and ongoing improvement of risk management and business continuity frameworks, policies and governance arrangements.
- Establish and oversee business continuity exercising, testing and preparedness activities to strengthen organisational resilience and recovery capability.
- Provide strategic advice to executives and governance forums on enterprise risks, control effectiveness, risk appetite, resilience, preparedness and continuity capability.
- Drive integrated risk and business continuity reporting, assurance activities and executive decision-making support.
- Build and influence senior stakeholder relationships across business, ICT, risk and service continuity functions to achieve organisational outcomes.

- Lead and develop a high-performing workforce by providing strategic direction, fostering an inclusive and accountable culture, and building organisational capability through coaching, mentoring, workforce planning and effective people management.

Eligibility

All employees must comply with the Australian Public Service Values, Code of Conduct and Employment Principles.

Security Clearance level required: Baseline (or ability to obtain and maintain).

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

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Notes

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To Apply

Position Contact	Stacey Whiting, 0475 604 507
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=970&

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0772347

Services Australia

Closing Date:Wednesday 23 September 2026

Infrastructure and Operations
Telecommunications and Network Engineering

Job Title	Infrastructure Engineering Expert – Data Centre & Network and Gateway Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$122,493 - $135,731
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate
Classification	Executive Level 1
Position Number	EXT-EL-2026-923
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=923&company=depthsP5

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Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital.

Be part of a dynamic, supportive and collaborative work environment.

What we do

The Telecommunications and Network Engineering (TNE) Branch sits within the Infrastructure and Operations (I&O) Division in the Technology and Digital Programs (TDP) Group.

The branch is responsible for delivering modern, resilient and high-performing network and telecommunications services that empower our staff, partners and customers to connect, collaborate and deliver with confidence – from anywhere, anytime.

Our focus is on innovation, security and reliability - ensuring the right technology foundations are in place to support the agency’s digital ambitions and the Australians who depend on our services.

The branch delivers Network, Telecommunications, Gateway and Data Centre connectivity for Services Australia and shared service partners. Our Network covers more than 1,000 locations across Australia and supports secure Tele-Platforms, Networks and Gateway Services for other Government agencies.

Our core branch operations enable the agency to deliver secure and reliable IT solutions and services to customers, partners and staff.

About the role

Infrastructure Engineering Experts manage and maintain ICT infrastructure platforms and services, including design, configuration, deployment, security and operations.

Infrastructure Engineering Experts use deep technical knowledge to deliver reliable, secure and high-performing services. They provide authoritative technical advice, support operational direction and lead the management of complex infrastructure environments.

At the EL1 level, the role operates with a high degree of independence, setting priorities, managing outcomes and influencing decisions in line with business objectives. The role may lead staff, drive improvement and contribute to broader organisational outcomes.

We are recruiting across two technical streams:

- Data Centre & Network
- Gateway Services

Both roles require leadership and management skills

- Lead and manage a team to increase performance and engagement through coaching, capability development, performance management, and health and well being support.
- Lead and evaluate operational practices to ensure continuous improvements; contribute to strategic planning.
- Effectively engage and communicate technical information with internal and external stakeholders with varying technical understanding and literacy.

Candidates may apply for one or both streams. Where applying for both, applicants should demonstrate relevant skills, knowledge and experience across each stream.

Data Centre & Network

The Data Centre & Network stream, commonly referred to as Data Centre Network (DCN), is responsible for the secure, reliable and high-performing network foundations that support Services Australia’s critical systems and services. The team manages complex data centre networking environments, including Cisco ACI, Nexus switching, F5 application delivery, IPAM/DDI and

related infrastructure. DCN plays a key role in maintaining availability, resilience, cyber compliance and lifecycle management across production environments, while supporting major infrastructure changes, technology refreshes and continuous improvement through automation and modern network engineering practices.

Gateway Services

Gateway Services stream is responsible for managing the secure internet gateway connectivity for Services Australia and its shared services agencies/departments. The Gateway Services team plays a vital role in securing networks by managing and controlling data flows between different security domains. The team enforces security policies and helps protect our systems from external threats.

The team specialises in internet routing, enterprise networking techniques including Cisco ACI and Nexus switching, firewall management, DNS solution, proxy management including the secure web gateway and other cutting-edge network security platforms.

We ensure the gateway infrastructure adheres to governance policies and compliance requirements in accordance with the Information Security Manual (ISM), Essential Eight (E8) and Protective Security Policy Framework (PSPF)

Duties

Stream 1: Data Centre & Network

- Lead the support and administration of large-scale enterprise Data Centre Network environments, including Cisco ACI, Nexus Switching, F5 Application Delivery Controllers and IPAM/DDI services.
- Lead troubleshooting and resolution of complex network, application delivery, DNS, DHCP, IP addressing and infrastructure performance issues.
- Plan and implement infrastructure changes, hardware refreshes, software upgrades and lifecycle management activities in production environments.
- Support modern network engineering practices, including software-defined networking, policy-based networking, network resilience, high availability and automation.
- Develop and maintain automation or scripting solutions, including Python, REST APIs or Infrastructure as Code practices, to improve consistency, efficiency and reliability.
- Provide technical leadership and advice to stakeholders, vendors and internal teams to support secure and reliable data centre network services.

Stream 2: Gateway Services

- Lead and undertake Gateway systems administration on a range of platforms including:
  - Palo Alto Firewall
  - Infoblox DDI Solution
  - Email Security Solution

    - Proxy Solution (F5/Blue Coat)
    - Zscaler and VPN Technologies
    - Cisco Routers, Nexus Switches and ACI Fabric
    - Scripting & Automation
    - Network Analysis and Monitoring Tools
- Lead the investigation and resolution of day-to-day Gateway Business As Usual (BAU) operational/cyber issues and incidents.
- Manage the day-to-day workloads and priorities of allocating the ticketing queue against available resources and expected service level agreements.
- Monitor the network health of the devices and recommend technical enhancements to infrastructure.
- Produce clear technical documentation including standard operating procedures, design documents and network diagrams.
- Engage stakeholders to understand requirements and identify technology solutions that follow accredited Cyber and Architecture frameworks to ensure a robust security posture.
- Ensure gateway infrastructure adheres to governance policies and compliance requirements in accordance with the Information Security Manual (ISM), Essential Eight (E8) and Protective Security Policy Framework (PSPF).

Eligibility

Essential Requirements:

- Security Clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain)

Desirable Qualifications:

- Relevant ICT qualifications or equivalent experience.
- Experience working in complex ICT infrastructure environments.
- Experience leading or managing work and/or teams.

Work environment:

- Participation in an on-call roster (7 day roster – 5pm to 8:30am weekdays and all day on weekends and public holidays)

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To Apply

Position Contact	Kandeepan Adchalingam, 0455 546 614
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=923

Services Australia (part of the Social Services Portfolio)

Vacancy VN-0772517

Services Australia

Closing Date:Wednesday 23 September 2026

Technology and Digital Programs

Job Title	Test Engineer / Senior Test Engineer - Automation
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Melbourne VIC, Brisbane QLD, Canberra ACT
Salary	$88,834 - $113,242
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	APS Level 5;APS Level 6
Position Number	EXT-M-2026-922
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=922&company=depthsP5

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australian's trust.

Technology and Digital Programs (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia.

Our solutions are scalable, adaptable and position the Group as an industry leader. We operate cutting edge technology solutions critical to Australian citizens across major life events.

Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital.

Be part of a dynamic, supportive and collaborative work environment.

Test Engineer - Automation, APS5

An APS5 Test Engineer develops and executes automated and manual tests, identifies defects, supports software quality assurance, collaborates with delivery teams, and contributes to the continuous improvement of testing processes and automation capability to ensure reliable and secure ICT solutions

Senior Test Engineer - Automation, APS6

An APS6 Senior Test Engineer provides leadership in automated testing and quality engineering, delivering robust, scalable and secure ICT solutions while mentoring staff, driving continuous improvement and ensuring successful project outcomes in complex digital environments.

Duties

Test Engineer - Automation, APS5

- Execute assigned manual test cases and automated test scripts across multiple testing phases to validate system functionality and performance
- Identify, document, monitor and report defects, system issues and inconsistencies against business and technical requirements
- Develop test cases, task cards, test scripts and supporting test data from provided specifications and requirements.
- Contribute to the development, maintenance and enhancement of automated testing frameworks and automation solutions.
- Support improvements to testing processes, tools, automation capabilities and team practices
- Plan and manage own work, contribute to team goals and support project delivery within agreed timeframes
- Work closely with developers, business analysts, testers and vendors to support quality delivery outcomes.
- Analyse test results and provide accurate reporting on testing activities, risks, issues and quality outcomes

Senior Test Engineer - Automation, APS6

- Lead the design, development and maintenance of strategic automated testing frameworks to support functional, integration, regression and end-to-end testing across ICT systems.
- Develop and execute complex automated test scripts and manual test cases, ensuring solutions meet business, functional and technical requirements.
- Analyse testing outcomes, defects and system issues, providing detailed recommendations and supporting remediation activities
- Integrate automated testing into CI/CD pipelines and agile delivery practices to improve release quality, efficiency and reliability.
- Provide leadership and mentoring to testers and development teams, promoting quality engineering best practices and capability development.
- Collaborate with stakeholders, developers, architects and business representatives to ensure testing strategies align with project objectives and business outcomes.
- Contribute to continuous improvement initiatives, including process optimisation, tool enhancement and increased automation coverage.

Eligibility

Essential Requirements:

- Security Clearance level required: **Baseline** (or ability to obtain and maintain).
- Proven experience in a test automation position.

All employees must comply with the Australian Public Service Values, Code of Conduct and Employment Principles.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia’s workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency’s surge workforce, all learning and development and technical/site leadership will be provided to you to enable you to undertake that work.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths,

which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Ashley Tuplin, 0460 008 677
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=922&

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Social Services

Vacancy VN-0772499

National Disability Insurance Agency

Closing Date:Sunday 04 October 2026

Home and Community Supports
Plan Management, In-Home and Community Supports

Job Title	Branch Manager, Plan Management, In-Home and Community Supports
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Melbourne VIC, Sydney NSW, Adelaide SA, Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	Senior Executive Service Band 1
Position Number	0973_09/26_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

The National Disability Insurance Agency (NDIA) is seeking an accomplished executive to join the **Home and Community Supports Division** as **Branch Manager, Plan Management, In-Home and Community Supports (SES Band 1).**

This is a unique opportunity to play a leadership role in delivering significant reforms across the Home and Community Supports and Plan Management markets, helping to strengthen Scheme sustainability while improving outcomes for hundreds of thousands of Australians with disability.

Reporting to the General Manager, Home and Community Supports, you will lead a branch of approximately 25 staff and work at the centre of nationally significant reform initiatives. These markets represent a substantial proportion of Scheme expenditure and support services relied upon by participants across Australia.

To support reforms that strengthen Scheme sustainability and improve participant outcomes, the Australian Government has identified the need for stronger market stewardship, strategic design, assurance and governance across key provider markets. This role sits at the heart of that agenda and will help shape the future oversight, commissioning and operation of the Plan Management market while supporting broader Home and Community Supports reforms.

Duties

About the Role

Operating at the intersection of policy, commerciality, regulation and implementation, the Branch Manager is responsible for translating reform intent into practical delivery outcomes. This includes establishing the future Plan Management panel, supporting market commissioning activities and working closely with internal and external stakeholders to deliver complex reform initiatives that strengthen market effectiveness and participant outcomes.

Key responsibilities include:

- Leading the delivery of reform initiatives across the Plan Management and Home and Community Supports markets.
- Supporting the design, implementation and ongoing operation of future market arrangements, including the Plan Management panel.
- Providing strategic oversight of program governance, implementation planning, reporting and delivery assurance.
- Building branch capability to deliver a complex and evolving reform agenda.
- Working collaboratively across policy, operational, service design and corporate functions to resolve implementation challenges and deliver reform outcomes.
- Driving delivery excellence while maintaining alignment with policy intent and participant outcomes.
- Developing trusted relationships with internal and external stakeholders to enable successful reform outcomes.

What We Are Looking For

The NDIA is seeking a pragmatic and outcomes-focused leader who can successfully operate in complex and highly scrutinised environments, bringing a strong blend of implementation capability, commercial judgement and stakeholder engagement expertise.

The successful candidate will bring:

- Demonstrated experience delivering major service delivery reform, transformation, commissioning or implementation initiatives in complex government, human services or similarly regulated environments.
- Strong commercial judgement and analytical capability, including experience in procurement, commissioning, contracting or market-based service environments.
- Significant experience overseeing program governance, implementation and delivery assurance functions.
- Strong stakeholder engagement, influencing and relationship-building capability.
- Proven experience leading teams through change and building organisational capability.
- Sound judgement, resilience and the ability to balance strategic thinking with disciplined execution.
- A commitment to respectful leadership and improving outcomes for people with disability.

Experience within public sector consulting, complex human services, social policy, commissioning, procurement or market-based service environments will be highly regarded.

About the NDIA

The NDIA is an independent statutory agency responsible for implementing the National Disability Insurance Scheme (NDIS), one of Australia's most significant social reforms.

The Agency supports more than 750,000 Australians with disability and is currently leading substantial reforms designed to improve participant outcomes while ensuring the long-term sustainability of the Scheme.

The Partners and Providers Group plays a central role in supporting Scheme sustainability, strengthening provider markets and improving participant outcomes through market stewardship, reform implementation and collaboration across policy, commercial, regulatory and operational settings.

What You Should Know

To be eligible for employment with the NDIA, you must be an Australian citizen. Successful candidates will be required to undertake pre-employment screening, including a criminal history check and the ability to obtain and maintain an Australian Government security clearance at the Negative Vetting 1 (NV1) level.

The NDIA will provide reasonable adjustments to support candidates throughout the recruitment process and within the workplace.

We strongly encourage applications from people with disability, First Nations peoples, people from culturally and linguistically diverse backgrounds and members of the LGBTIQA+ community.

Application Instructions

Please apply via:

https://watermarksearchinternational.snapforms.com.au/form/ndia

Reference Number: A006505

Your application should include:

- A current resume.
- A succinct pitch (maximum 750 words) quoting **Role Title and Reference Number (A006505)**.
- Your pitch should outline:
- Why you are interested in the Branch Manager, Plan Management, In-Home and Community Supports role.
- What you would bring to the position.
- Examples of your leadership experience and achievements relevant to the role.
- How you would contribute to improving outcomes for NDIS participants through effective market stewardship, reform leadership and organisational collaboration.

Applicants are encouraged to review the **SES Band 1 Leadership Profile** and **SES Band 1 Work Level Standards** to ensure their application is pitched at the appropriate level.

Closing Date: **11:59pm (AEST), Sunday 04 October 2026**

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, applicants who choose to opt in, identify as a person with disability and meet the minimum requirements of the role will be progressed to further assessment activities. All requests for reasonable adjustments will be managed in consultation with applicants.

Further information is available at:

https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability

Further Information

For a confidential discussion or to request a candidate pack, email search@watermarksearch.com.au or contact:

Chris Grant

Partner, Watermark Search International

M: 0493 714 171

or

Alison Myatt

Head of Research, Watermark Search International

M: 0412 630 817

Eligibility Notes

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups,

libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Alison Myatt, 0412 630 817
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0772592

National Disability Insurance Agency

Closing Date:Sunday 27 September 2026

Chief Financial Officer
Budget Management, Strategy and Support

Job Title	Branch Manager, Budget Management, Strategy and Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Geelong VIC, Deakin ACT, Brisbane QLD
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	Senior Executive Service Band 1
Position Number	0984_09/26_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

Help shape the financial sustainability of one of Australia's most significant social reforms

The National Disability Insurance Agency (NDIA) is seeking an accomplished executive to join the **Chief Financial Officer Division** as **Branch Manager, Budget Management, Strategy and Support (SES Band 1).**

This is a unique opportunity to play a leadership role at the centre of the NDIA's financial stewardship and strategic decision-making functions, helping to support the long-term sustainability of the National Disability Insurance Scheme while improving outcomes for hundreds of thousands of Australians with disability.

Reporting to the Chief Financial Officer, you will lead a branch of approximately 55 staff responsible for providing strategic financial leadership, budget management, forecasting, performance insights and decision support across one of Australia's largest and most complex service delivery organisations.

As the NDIA continues to deliver significant reform and transformation initiatives, the Agency requires strong financial leadership and strategic capability to ensure resources are effectively allocated, risks are proactively managed and decisions are informed by robust analysis and evidence. This role sits at the heart of that agenda.

Duties

About the Role

Operating at the intersection of strategy, finance, governance and organisational performance, the Branch Manager is responsible for leading the development and delivery of budget management, financial strategy and decision-support functions that enable informed executive decision-making and support Scheme sustainability.

The role provides strategic leadership across financial planning, budget management, forecasting, performance reporting and business intelligence activities, ensuring the Agency has the information, insights and capability required to make sound operational and strategic decisions.

Key responsibilities include:

- Leading the Agency's budget management, forecasting and financial planning activities.
- Providing strategic financial advice and decision support to senior executives and key stakeholders.
- Supporting resource allocation, investment prioritisation and financial governance processes across the Agency.
- Delivering high-quality analysis, modelling and performance insights to inform strategic and operational decision-making.
- Building branch capability across financial management, strategy, performance reporting and business intelligence.
- Working collaboratively with internal and external stakeholders, including central agencies and portfolio partners.
- Driving continuous improvement in financial systems, processes, reporting frameworks and analytical capability.
- Supporting organisational performance and outcomes through robust financial stewardship and evidence-based decision-making.

What We Are Looking For

The NDIA is seeking a strategic and commercially astute leader who can successfully operate in a complex and highly scrutinised environment, bringing a strong combination of financial leadership, analytical capability and stakeholder engagement expertise.

The successful candidate will bring:

- Demonstrated experience leading budget management, financial strategy, forecasting, performance reporting or related functions within large and complex organisations.
- Strong strategic and analytical capability, including experience interpreting complex financial and operational information to support decision-making.
- Experience providing high-quality advice to senior executives, boards or government stakeholders.
- Strong stakeholder engagement, influencing and relationship-building capability.
- Proven experience leading teams, building capability and driving organisational improvement.
- Sound judgement, resilience and the ability to navigate ambiguity and competing priorities.
- A commitment to respectful leadership and improving outcomes for people with disability.

Experience leading a similar function within government (commonwealth or state), public sector finance, central agencies, or adjacent large-scale service delivery environment will be highly regarded.

About the NDIA

The NDIA is an independent statutory agency responsible for implementing the National Disability Insurance Scheme (NDIS), one of Australia's most significant social reforms.

The Agency supports more than 750,000 Australians with disability and is currently leading substantial reforms designed to improve participant outcomes while ensuring the long-term sustainability of the Scheme.

The Budget Management, Strategy and Support Branch plays a critical role in supporting these outcomes by providing financial stewardship, strategic insights and decision-support capabilities that help the Agency allocate resources effectively and deliver on its priorities

What You Should Know

To be eligible for employment with the NDIA, you must be an Australian citizen. Successful candidates will be required to undertake pre-employment screening, including a criminal history check and the ability to obtain and maintain an Australian Government security clearance at the Negative Vetting 1 (NV1) level.

The NDIA will provide reasonable adjustments to support candidates throughout the recruitment process and within the workplace.

We strongly encourage applications from people with disability, First Nations peoples, people from culturally and linguistically diverse backgrounds and members of the LGBTIQA+ community.

Application Instructions

Please apply via:

https://watermarksearchinternational.snapforms.com.au/form/ndia

Reference Number: A006536

Your application should include:

- A current resume.
- A succinct pitch (maximum 750 words) quoting **Role Title and Reference Number (A006536)**.
- Your pitch should outline:
- Why you are interested in the Branch Manager, Plan Management and In Home, Community Supports role.
- What you would bring to the position.
- Examples of your leadership experience and achievements relevant to the role.
- How you would contribute to improving outcomes for NDIS participants through effective market stewardship, reform leadership and organisational collaboration.

Applicants are encouraged to review the **SES Band 1 Leadership Profile** and **SES Band 1 Work Level Standards** to ensure their application is pitched at the appropriate level.

Closing Date: **11:30 pm (AEST), Sunday 27th September 2026**

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, applicants who choose to opt in, identify as a person with disability and meet the minimum requirements of the role will be progressed to further assessment activities. All requests for reasonable adjustments will be managed in consultation with applicants.

Further information is available at:

https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability

Further Information

For a confidential discussion or to request a candidate pack, email search@watermarksearch.com.au or contact **Alison Myatt,** Head of Research, Watermark Search International on 0412 630 817

Eligibility
Notes

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Alison Myatt, 0412 630 817
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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

Vacancy VN-0772510

Australian Bureau of Statistics

Closing Date:Wednesday 23 September 2026

Corporate Services Division
People Services Branch

Job Title	Chief People Officer (SES Band 1), People Services Branch
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Belconnen ACT, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Perth WA
Salary	-
Future Merit Locations	Sydney, Belconnen, Melbourne, Brisbane, Adelaide, Hobart, Perth
Office Arrangement	Flexible
Office Arrangement Details	Access to flexible working arrangements
Classification	Senior Executive Service Band 1
Position Number	26/CPO_SESB1
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/cp/?audienceypcode=ext+

We are seeking a **Senior Executive Band 1 (Program Manager)** to fill a upcoming vacancy as **Chief People Officer (CPO)** in the People Services Branch of our Corporate Services Division.

We're looking for a CPO who brings authenticity, sound judgement and a genuine commitment to achieving meaningful outcomes for the Australian Bureau of Statistics (ABS).

About the area

People Services Branch is a professional and collaborative team that provides expert people, culture and workplace advice across the ABS. Bringing together specialists from a broad range of disciplines, the branch is committed to delivering practical, evidence-informed solutions that support organisational success.

The branch fosters a culture of partnership, inclusion and continuous improvement, working closely with leaders and employees across the organisation to address complex workforce challenges and opportunities.

As CPO, you will lead a capable and committed team and have the opportunity to:

- foster a high-performing and inclusive culture
- develop capability and support future leaders
- empower teams to innovate and continuously improve
- create an environment where people feel valued, supported and connected to the ABS purpose
- strengthen collaboration across the branch, the ABS and the broader APS.

We believe our strongest outcomes are achieved through diverse perspectives, respectful relationships and a shared commitment to excellence in public service.

Duties

About the role

As Chief People Officer, you will be a key member of the Corporate Services Division senior leadership team, reporting to the General Manager. You will provide strategic leadership of the ABS people function and play a critical role in shaping the workforce, culture and capability required to deliver the organisation's objectives.

Leading People Services Branch, you will be accountable for the delivery, stewardship and continuous improvement of the ABS people agenda, including:

- Recruitment
- Workplace Relations
- Pay and Entitlements
- People Management and Wellbeing
- Workplace Health and Safety
- People Development
- Inclusion and Diversity
- Strategic HR Business Partnering

This is a significant enterprise leadership role requiring the ability to operate strategically while ensuring the delivery of high-quality, contemporary people services. You will provide trusted advice to senior leaders, influence organisational decision-making, lead complex change initiatives, and contribute to whole-of-APS people and workforce priorities.

You will balance long-term workforce considerations with operational delivery, ensuring the ABS remains well-positioned to meet current and future challenges.

What we are looking for (selection criteria)

You will be comfortable leading complex programs and initiatives, building trusted relationships, and delivering results in dynamic and evolving environments. You know when to provide clear direction, when to empower others, and when to listen and collaborate to achieve the best outcome.

You understand that sustainable success is built through developing capability, fostering an inclusive and positive culture, and creating an environment where people can perform at their best. You make considered decisions about priorities, resources and risks, ensuring public resources are managed responsibly and deliver value.

You are adaptable, forward-thinking and solutions focused. You embrace change, navigate complexity with confidence, and bring people with you through periods of uncertainty and transformation.

You are motivated by making a positive contribution and working collaboratively to achieve outcomes that support the ABS and the broader Australian community.

The successful candidate will demonstrate the following capabilities and attributes:

- **Strategic leadership and organisational impact:** Demonstrated ability to translate strategic priorities into outcomes, shaping people strategies that strengthen organisational capability and support agency objectives.
- **Leading in complexity and change:** Proven capability to lead through ambiguity, competing priorities and organisational change while delivering strategic and operational outcomes.

- **Strategic thinking and sound judgement:** Ability to anticipate emerging challenges and opportunities, make informed decisions, and provide clear direction in complex and evolving environments.
- **Building organisational capability and performance:** Experience growing and leading high-performing teams, developing workforce capability, and fostering a culture of accountability, inclusion, innovation and continuous improvement.
- **Influencing and partnering for success:** Strong stakeholder engagement and influencing skills, with a track record of building trusted relationships and delivering outcomes through collaboration.
- **Driving workforce insights and evidence-based decision-making:** Ability to leverage workforce data and insights to inform strategic workforce planning, identify risks and opportunities, and improve organisational outcomes.

Eligibility

To be eligible for the role you:

- You must be an Australian citizen at the time you apply.
- You will need to obtain (or hold) and maintain at least an NV1 clearance.
- You will need to undertake pre-employment checks, including national police checks and health assessments.

Notes

How to apply

To apply, complete an online application form on the ABS e-recruitment system.

You will need to upload your current resume, provide referee details, and respond to the following:

In no more than **750 words**, referring to the qualities, experience, and skills *(outlined in Section 1 'About you – what we are looking for' of the Applicant Information Kit)* tell us why you are the ideal person for this role and the ABS. Please include specific examples and achievements that demonstrate your ability to perform this role.

Applications close at 11.30pm AEST on Wednesday 23 September 2026. Late applications will not be accepted.

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

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	Lane Masterton, 02 6252 5040
Agency Recruitment Site	https://abs.nga.net.au/cp/?audienceypcode=ext+

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Treasury

Vacancy VN-0772445

Australian Financial Security Authority

Closing Date:Sunday 20 September 2026

Enabling Services Group
Strategy & Government

Job Title	Assistant Director, Strategy & Government (Various)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$121,755 - $141,441
Future Merit Locations	Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth, Sydney
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On Site, Flexible and Hybrid arrangements available
Classification	Executive Level 1
Position Number	31707
Agency Website	

Job Description

https://www.afsa.gov.au/current-vacancies

AFSA is seeking experienced Executive Level 1 professionals to join the **Strategy & Government Division** within our **Enabling Services Group**.

These opportunities sit within a division responsible for strengthening organisational performance, accountability and influence through its assurance, government engagement and strategic communications functions. Successful candidates will work closely with senior leaders and stakeholders across the agency to provide strategic advice, lead key initiatives and contribute to the achievement of AFSA's priorities.

Vacancies may be available across the following roles:

Assistant Director, Assurance:

- Contributes to strong governance, risk management and organisational performance through the delivery of internal audit and enterprise assurance activities.

Assistant Director, Government Engagement:

- Builds and maintains productive relationships across government and external stakeholders, supporting AFSA's engagement objectives and strategic priorities.

Assistant Director, Project and Strategic Communications:

- Leads the delivery of strategic communication initiatives that support organisational priorities, stakeholder engagement, organisational change and employee outcomes.

Further information about each role is available in the Candidate Information Pack.

Duties

Depending on the role, responsibilities may include:

- Providing trusted strategic advice and recommendations to executives, senior leaders and stakeholders
- Leading projects, programs of work and initiatives that support organisational priorities
- Building and maintaining productive relationships across government, industry and internal stakeholder groups
- Influencing outcomes and supporting decision-making in complex operating environments
- Developing and delivering strategic communication, engagement, assurance or stakeholder management activities
- Coordinating and managing competing priorities to achieve quality outcomes within timeframes
- Contributing to organisational governance, performance, continuous improvement and business planning activities
- Preparing high-quality reports, briefings, communication products and other advice for executive and governance forums
- Managing external providers, contractors or service partners where required
- Representing AFSA in internal and external forums and working groups

All duties will be performed in accordance with:

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

Qualifications, accreditations and experience

We are seeking candidates who can demonstrate:

- Strong written and verbal communication skills, with the ability to tailor advice and messaging to different audiences
- Excellent stakeholder engagement and relationship management capabilities
- The ability to lead initiatives, influence outcomes and deliver results in complex environments

- Strong judgement, resilience and problem-solving skills
- Experience working collaboratively across teams and with a diverse range of stakeholders

Experience in one or more of the following areas will be highly regarded:

Assurance

- Internal audit, assurance, governance, risk management or internal control frameworks
- Executive, committee or governance reporting
- Relevant tertiary qualifications and/or professional memberships

Government Engagement

- Government relations, stakeholder engagement, policy, strategy or related disciplines
- Experience working in government, regulatory or complex stakeholder environments

Project and Strategic Communications

- Strategic, employee, change or project communications
- Digital communications, social media, stakeholder engagement or communication campaigns
- Qualifications in communications, journalism, public relations, marketing or a related discipline, or equivalent experience
- Successful candidates will demonstrate the ability to provide trusted advice, build effective relationships and deliver meaningful outcomes that support AFSA's strategic objectives.

Why join us?

At AFSA, you will enjoy:

- Generous employer superannuation contribution (15.4%)
- A modern, flexible working environment
- Access to the Employee Assistance Program
- Flexible working arrangements

We are committed to creating an inclusive workplace that values diversity. We welcome applications from First Nations peoples, people from culturally and linguistically diverse backgrounds, and people with disability. We support all employees to balance work, family, and personal commitments through flexible working options.

Eligibility

This role is open only to **Australian citizens**.

The successful candidate must either hold, or be willing to obtain, a **Baseline security clearance**. All employees undergo a mandatory police records check.

Please note that if you have received a redundancy benefit from an APS agency and your redundancy period has not expired, you may not be eligible for employment.

Notes

Applications close:

Sunday 20 September 2026 at 11:59 pm AEST.

To apply, click the Apply button and follow the instructions in the AFSA recruitment portal.

You are required to submit:

- a current resume (**maximum 2 pages**); and
- a pitch (**maximum 750 words**) outlining how your skills, experience and capabilities align with The ideal candidate will have section of the Candidate Information Pack.

Applications exceeding these limits will only be assessed up to the page and word limits specified.

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

About the Australian Financial Security Authority

AFSA is an executive agency within the Treasury portfolio that works to maintain confidence in Australia's personal insolvency, personal property securities, and criminal asset management systems, supporting a strong and resilient credit framework. Its regulatory responsibilities are delivered under key legislation, including the Bankruptcy Act 1966, the Personal Property Securities Act 2009, and the Proceeds of Crime Act 2002. AFSA is committed to continuous improvement and stakeholder trust through collaboration and engagement. To support this, it has established a Consumer Consultative Panel to enable constructive dialogue with consumer and community representatives and values the expertise of community and consumer organisations, particularly in frontline services, advocacy, education, and research. AFSA offers an inclusive, flexible workplace that supports diversity, wellbeing, and work–life balance. Roles are available across our offices in Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth, and Sydney, and may be full-time or part-time. Employees benefit from strong career development opportunities, flexible work arrangements, competitive remuneration, generous leave entitlements, study assistance and learning and development opportunities, and a Christmas–New Year shutdown.

To Apply

Position Contact	People Connect, N/A
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Treasury

Vacancy VN-0772476

Australian Securities and Investments Commission

Closing Date:Sunday 13 September 2026

Job Title	Program Architect
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT
Salary	-
Future Merit Locations	Sydney, Melbourne, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 2
Position Number	1944741
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226679456&in_organid=16529&

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

ASIC's Cyber Transformation (CTx) program is a multi-year investment that strengthens ASIC's cyber resilience in an increasingly AI-enabled threat environment. As the regulator of one of the world's most digitised economies, ASIC's ability to protect sensitive market, corporate and personal information is fundamental to regulatory trust.

- **Sydney, Melbourne or Canberra location**
- **24 Month Fixed Term, Full-time position**
- **Salary from $ $181,284 to $202,614 (depending on experience) + 15.4 % superannuation**
- **Applications close at 11:59pm AEST, Sunday 13 September 2026**

The team

The Cyber Transformation (CTx) Program Team delivers strategic initiatives that enhance ASIC's cyber resilience, security and technology capabilities. Working across business and technology teams, they help protect critical systems and data while supporting ASIC's regulatory objectives in an increasingly digital environment.

The role

As a Program Architect within ASIC's Cyber Transformation (CTx) Program, you will play a critical leadership role in aligning organisational and program objectives with IT capabilities and infrastructure. You will develop architectural frameworks and strategic roadmaps for hardware, software, and data integration solutions, while establishing and governing system integration standards. Through this work, you will enable the successful delivery of ASIC's cyber security and digital transformation initiatives.

More specifically, you will:

- Evaluate ASIC's technology strategy, organisational architecture, business applications and infrastructure to identify, assess and mitigate cyber security risks across the enterprise.
- Provide expert advice on the enterprise architecture landscape, encompassing technology, information, data, security and integration domains, to support informed decision making and strengthen ASIC's cyber security posture.
- Develop technology strategies, architectural roadmaps and planning artefacts that address cyber security risks and enhance the effectiveness, resilience and integration of ASIC's IT environment.

- Produce target state solution architectures and undertake architectural assessments, gap analyses and recommendations to support cyber transformation initiatives and strategic outcomes.
- Develop and maintain business capability models, aligning capabilities with industry best practices and mapping application portfolios to business outcomes while embedding cyber security considerations throughout the architecture lifecycle.
- Define and maintain technology migration roadmaps, aligning business, technology and security requirements while managing dependencies and transition activities to facilitate the adoption of modern platforms and services.

Duties

About you

The ideal candidate is an experienced enterprise or program architect with expertise in cyber security transformation, enterprise architecture, and technology modernisation. They bring a strategic mindset, strong delivery capability, and the ability to develop secure, scalable solutions while influencing stakeholders and driving successful transformation outcomes.

In addition, you will have:

- Bachelor's degree in computer science, Information Technology or a related discipline, complemented by recognised enterprise architecture qualifications such as TOGAF certification and relevant professional accreditation.
- Minimum seven years of experience in delivering technology and organisational transformation initiatives, including large scale cyber security and digital transformation programs with annual budgets exceeding $20 million.
- Demonstrated experience as an Enterprise Architect, with proven involvement in the design and delivery of cyber security solutions for complex, mission critical business systems.
- Strong knowledge of cyber security, cloud technologies, enterprise data architectures, and software platforms, with the ability to leverage appropriate tools and methodologies to develop architectural roadmaps, strategic plans, and executive level reporting.
- Demonstrated experience applying Australian Government ICT policies and standards, including the ISM, PSPF, Commonwealth Technology Standard and Australian Government Gateway Security Standard.
- Proven ability to communicate and present complex technical concepts, architectural strategies, and business impacts to both project teams and executive stakeholders in a clear and compelling manner.
- Exceptional written and verbal communication skills, with the ability to translate complex analytical and technical information into meaningful insights for diverse audiences, including senior executives, business leaders and external stakeholders.
- TOGAF certification essential.

Click ‘apply' to start your application. Applications close at 11:59pm AEST, Sunday 13 September 2026.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is an equal opportunity employer seeking people who want to make a difference. ASIC is committed to a diverse and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander descent are encouraged to apply.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, +61299112986
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn

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Treasury

Vacancy VN-0772488

Australian Securities and Investments Commission

Closing Date:Sunday 13 September 2026

Job Title	Program Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT
Salary	-
Future Merit Locations	Sydney, Melbourne, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 1
Position Number	1944732
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226679716&in_organid=16529&

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

- **Sydney, Melbourne or Canberra location**
- **Salary $127,641 + 15.4% superannuation**
- **24 month Fixed Term Contract**
- **Applications close at 11:59pm AEST, 13 September 2026**

The team

The Cyber Digital Transformation (CTx) Program is a multi-year investment (FY25-FY28) to strengthen ASIC's cyber resilience and support a modern regulator operating in an AI-enabled threat environment. As custodian of sensitive market, corporate and personal data, cyber security is critical to maintaining regulatory trust and managing enterprise risk.

The role

As a **Program Analyst**, you will provide governance and operational support to the CTx Program Office, including program reporting, financial management, procurement and administration. Working closely with Project Managers, Program Coordinators and senior stakeholders, the role also provides backup support to the Portfolio Manager when required.

Responsibilities will include:

- Deliver end-to-end program support and governance services for the CTx Program Office, SRO, Project Managers and project teams.
- Provide program coordination and governance support across CTx projects, leveraging well-honed strategic awareness.
- Manage program financials, including month-end activities, variance analysis, timesheet reviews and resourcing updates.
- Coordinate procurement activities, including purchase orders, invoicing, receipting and variations.
- Support Project Managers with analysis and scenario planning for change requests.
- Lead program reporting, ensuring quality standards and deadlines are met and well planned in advance.
- Build and manage relationships with internal and external stakeholders on financial, project and governance matters.
- Maintain project information and resources for team members.
- Coordinate meeting logistics and Program Office administration.
- Manage competing priorities and stakeholders in a fast-paced environment.

Duties

About you

Your skills and experience will include the following:

- 6+ years' experience supporting large transformational programs with budgets over $20M, preferably in cyber security.
- Strong PMO experience across large and complex, business-critical projects, preferably cyber security.
- Broad PMO expertise in reporting, RAID, financials, resourcing, and change management.
- Sound knowledge of project methodologies, governance, planning and reporting.
- Experience managing budgets, project operations, risk, and governance in accordance with federal government policies.
- Strong understanding of ASIC, or other Commonwealth government organisation, finance and procurement processes.
- Ability to analyse and present complex information clearly to project and executive audiences.
- Excellent written and verbal communication skills.
- Strong stakeholder management and relationship-building capabilities.
- High attention to detail and focus on data accuracy.

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEST, 13 September 2026.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

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We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model

- Flexible work arrangements
- Assistance for study and professional development

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, +61299112838
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn

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Treasury

Vacancy VN-0772358

Australian Taxation Office

Closing Date:Monday 21 September 2026

Frontline Operations
Various

Job Title	Frontline Operations Leader
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Gosford NSW, Dandenong VIC, Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Burnie TAS, Geelong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$101,142 - $116,131
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Burnie, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_FO_686_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=E7BC968C-5CBC-6882-C04A-ED3977022178

Duties

We are seeking dynamic leaders to join our Frontline Compliance and Frontline Services areas.

As a Frontline Operations Leader**,** you will support the development of staff by guiding capability growth and stewardship, while fostering a culture of engagement and continuous improvement. You'll lead and support the delivery of high-quality services, ensuring the integrity of Australia's tax and superannuation systems.

Depending on your area of expertise you will:

- lead and manage large teams, including in contact centre environments that may operate on scheduled work patterns
- build capable, engaged and high-performing teams by coaching, developing and supporting staff
- engage with taxpayers and the community to help resolve issues and achieve positive outcomes
- provide guidance and advice to staff and clients to resolve complex or sensitive matters

- interpret and apply complex information, policy and procedures to resolve technical or operational issues and improve service delivery
- support taxpayers to meet their lodgement, payment and compliance obligations
- Drive continuous improvement by identifying better ways of working and implementing practical solutions
- help teams adapt to changing priorities, new initiatives and emerging business needs
- promote a positive, professional and customer-focused approach to service delivery
- represent the organisation professionally when working with stakeholders, partners and members of the community.

Our ideal candidate:

- demonstrates effective leadership by supporting and developing teams, fostering a positive and inclusive culture, and delivering results in a dynamic operational environment
- uses sound judgement, analysis and operational and technical knowledge to provide practical advice, solve complex issues and support informed decision-making
- builds productive relationships with staff, clients and stakeholders, communicating clearly, sharing knowledge and influencing positive outcomes through collaboration and negotiation
- identifies opportunities to improve business outcomes and service delivery, leading teams through change and driving continuous improvement
- applies legislative, policy and procedural knowledge to resolve complex operational or technical matters and deliver high-quality client and compliance outcomes.

Eligibility
Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Dean Yates, (02) 4347 4079
Agency Recruitment Site	https://ato.nga.net.au/?jati=E7BC968C-5CBC-6882-C04A-ED397702217

- 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

Treasury

Vacancy VN-0772365

Australian Taxation Office

Closing Date:Monday 21 September 2026

Frontline Operations
Various

Job Title	Frontline Operations Leader (Affirmative measure - Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Moonee Ponds VIC, Townsville QLD, Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Burnie TAS, Dandenong VIC, Melbourne VIC, Geelong VIC, Gosford NSW, Hobart TAS, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$101,142 - $116,131
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Burnie, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_FO_687_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=C70DFCB1-C583-BF68-8786-ED397792909F

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking dynamic leaders to join our Frontline Compliance and Frontline Services areas.

As a Frontline Operations Leader, you will support the development of staff by guiding capability growth and stewardship, while fostering a culture of engagement and continuous improvement. You'll lead and support the delivery of high-quality services, ensuring the integrity of Australia's tax and superannuation systems.

Depending on your area of expertise you will:

• lead and manage large teams, including in contact centre environments that may operate on scheduled work patterns

• build capable, engaged and high-performing teams by coaching, developing and supporting staff

• engage with taxpayers and the community to help resolve issues and achieve positive outcomes

• provide guidance and advice to staff and clients to resolve complex or sensitive matters

• interpret and apply complex information, policy and procedures to resolve technical or operational issues and improve service delivery

• support taxpayers to meet their lodgement, payment and compliance obligations

• drive continuous improvement by identifying better ways of working and implementing practical solutions

• help teams adapt to changing priorities, new initiatives and emerging business needs

• promote a positive, professional and customer-focused approach to service delivery

• represent the organisation professionally when working with stakeholders, partners and members of the community.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

• demonstrates effective leadership by supporting and developing teams, fostering a positive and inclusive culture, and delivering results in a dynamic operational environment

• uses sound judgement, analysis and operational and technical knowledge to provide practical advice, solve complex issues and support informed decision-making

• builds productive relationships with staff, clients and stakeholders, communicating clearly, sharing knowledge and influencing positive outcomes through collaboration and negotiation

• identifies opportunities to improve business outcomes and service delivery, leading teams through change and driving continuous improvement

• applies legislative, policy and procedural knowledge to resolve complex operational or technical matters and deliver high-quality client and compliance outcomes.

Eligibility

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

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

Notes

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

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

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Dean Yates, (02)4347 4079
Agency Recruitment Site	https://ato.nga.net.au/?jati=C70DFCB1-C583-BF68-8786-ED397792909F

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Treasury

Vacancy VN-0772497

Australian Taxation Office

Closing Date:Wednesday 23 September 2026

Enterprise Strategy and Design
Physical Security Management

Job Title	Security Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$101,142 - $116,131
Future Merit Locations	Adelaide, Canberra, Brisbane, Upper Mount Gravatt, Wollongong
Office Arrangement	On Site
Office Arrangement Details	This role requires attendance in the office for 3 days per week and may involve occasional domestic travel and work outside standard business hours.
Classification	APS Level 6
Position Number	EXT_ESCO_708_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=C046D15A-4C8A-649F-AFED-ED4B2CEC7D6F

Duties

We are seeking a Security Adviser to join our Physical Security Management team.

As a Security Adviser, you will be responsible for evaluating and reporting on security incidents and breaches, analysing their impacts, and recommending remedial actions to mitigate future risk. You'll oversee quality assurance activities, identify opportunities for continuous improvement, implement strategies to address findings, and ensure security services remain effective and responsive to current and emerging security requirements.

You will manage and deliver physical and electronic security services that support agency operations and business outcomes, ensuring compliance with government security frameworks, policies, procedures, and legislative requirements. You will contribute to the protection of agency personnel, assets, and facilities through effective security planning, risk management, and operational oversight.

You will supervise staff or lead a designated function, building team capability while managing complex and sensitive security matters. You'll provide advice to stakeholders, identifying and mitigating risks, and implementing practical solutions to support agency priorities and security outcomes.

Working closely with internal and external business partners, you will deliver large scale security projects, including the maintenance of electronic security systems, and bespoke implementation of existing technologies to introduce new security controls to the ATO.

This role requires attendance in the office for 3 days per week and may involve occasional domestic travel, overtime on weekends and public holidays, and work outside standard business hours.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

• can leverage electronic security systems and other technologies to extract and analyse information

• understands and applies the Protective Security Policy Framework and internal policies to deliver tailored security advice

• identifies vulnerabilities in existing physical security hardware, technology, and processes, and can recommend solutions and implement treatments

• has excellent communication skills, presenting complex information to a range of audiences utilising a variety of mediums

• effectively manages stakeholders and works independently to deliver a project from start to finish potential.

Eligibility
Notes

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

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To Apply

Position Contact	Mark Tozer, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=C046D15A-4C8A-649F-AFED-ED4B2CEC7D

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Treasury

Vacancy VN-0772553

Royal Australian Mint

Closing Date:Sunday 27 September 2026

Royal Australian Mint
Information and Security

Job Title	Infrastructure and Cloud Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	$102,516 - $112,011
Future Merit Locations	Deakin
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated
Classification	APS Level 6
Position Number	1338
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/about-us/work-us

About the Mint

The Royal Australian Mint is a small government agency working within the Commonwealth Government Portfolio of the Treasury. The Mint is a non-corporate Commonwealth Entity and is listed under the *Public Governance Performance and Accountability Act 2013* (PGPA Act). The Mint is also covered by the *Public Service Act 1999* (Cth) (PS Act).

The Royal Australian Mint makes coins and other minted products to serve the needs of the Australian economy, foreign countries, investors and collectors. We are stewards of a thriving national institution that showcases our Nations stories through the National Coin Collection, and a world class museum and gallery experience.

The Royal Australian Mint creates public value through a range of coining and minting-related activities. We play a key role in sharing the stories of Australia by recognising significant anniversaries, events, organisations and cultural perspectives through coins.

The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

About the Branch

The Information and Security Branch coordinates the Information Communication Technology, Records Management and Security services to support the Mint, enabling the organisation to produce circulating coins, preserve the National Coin Collection and tell the stories of Australia by recognising significant anniversaries, events, and organisations through coins.

About the Role

Working as part of the Information and Security Branch at the Mint, in the Infrastructure and Database support team, the Infrastructure and Cloud Support Officer reinforces and promotes a positive culture of teamwork, continuous improvement and collaboration. The role provides support to the IT Service Delivery team and acts as the primary escalation point for third level support of the on-premises IT infrastructure and cloud infrastructure.

They create and maintain processes and procedures, related to the Microsoft Cloud Stack, standard operating environment (SOE) workstation and server builds, storage and network infrastructure, and provide assistance to the wider IT branch as required within an Information Technology Infrastructure Library (ITIL) framework.

The Infrastructure and Cloud Support Officer reports to the Infrastructure Systems Administrator and investigates ongoing incidents and undertakes risk analysis to identify the impacts of incidents on the Mint. They also manage application deployment and maintain the SOE within Microsoft Endpoint Configuration Manager and manage cloud services the infrastructure team administers.

The position may occasionally require work outside of normal business hours to support operational requirements. Such work is ad hoc and is not a regular or routine requirement.

Duties

1. Providing technical support across a wide range of ICT practices, including Cloud Services such as Entra ID, Exchange Online, OneDrive, Windows Defender, Purview, Teams and Intune.
2. Providing technical support for on-prem and legacy systems such as Active Directory, Group Policy, DNS, networks, storage and backup.
3. Resolving of level three ICT incidents and service requests.

4. Providing ad hoc training, advice, guidance and acting as an escalation point for level three support for the Service Delivery team.
5. Coordinating communication between relevant stakeholders, liaising with business areas, providing information and advice to support and achieve IT and organisational requirements.
6. Developing and maintaining procedures, documentation and technical plans for services, incident resolutions, and problem workarounds.
7. Managing and reporting on IT infrastructure related ICT incidents, third level knowledge and problem management.
8. Contributing to continuous improvement by identifying, submitting, planning and implementing IT changes via the Change Enablement process.
9. Investigating ongoing ICT incidents, analysing risk and impacts on the Mint, and identifying potential solutions, workarounds or escalation paths.
10. Liaising with external support vendors, including industry representatives and support contacts for ICT services and incident remediation.
11. Assisting the Infrastructure and Database team with security patching of IT systems, including Windows server and VMware patching.
12. Maintaining and deploying applications and SOE builds using Microsoft Endpoint Configuration Manager.
13. Ensuring compliance with team, branch, Mint and whole of government procedures, policies and frameworks.

Eligibility

Security clearance

This position requires a Negative Vetting Level 1 clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Qualifications

An Information Technology infrastructure Library (ITIL) certification is desirable.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Work With Us page of the Mint Website at Work With Us | Royal Australian Mint

Please submit your application by **11:30pm** on **Sunday 27 September 2026**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description

About the Royal Australian Mint

To Apply

Position Contact	Adam Dempsey, 02 6202 8797
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0772352

Department of Veterans' Affairs

Closing Date:Thursday 24 September 2026

Open Arms
Clinical Operations

Job Title	Clinician
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC
Salary	$104,898 - $119,116
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	EXT-2026-5195
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Client Assist is responsible for supporting Open Arms service provision nationally. The Clinician role is telephone based and supports regional Open Arms locations across Australia through the provision of responsive intake, triage and referrals to regional offices for allocation.

Clinicians work in a rostered 24/7 environment across 7 days within a hybrid work from office/home model providing over the phone clinical services for Australian veterans and their families.

Your work will be phone based and will include a combination of intake, assessment and triage for Open Arms nationally, the provision of immediate clinical mental health support and, referral to state-based specialist and crisis case management services.

The role is telephony based with flexible working opportunities once initial training and key proficiency measures are met.

You will be supported through the provision of regular coaching, ongoing learning and development opportunities and, funded clinical supervision.

Duties

- Undertake various shifts across 24 hours, 7 days a week providing high quality clinical services including risk assessment and intervention, intake and referral, and evidence based individual single session counselling to eligible Open Arms clients.
- Ensure compliance with Open Arms clinical practice policy, including the mandated use of specific clinical forms/templates (e.g., Intake Document, Risk Assessment and Management Plan documentation).
- Provide high quality clinical services including intake, risk assessment and a range of brief intervention modalities to eligible Open Arms clients.
- Engage collaboratively in regular coaching as per the APS Performance and Feedback processes.
- Adhere to relevant legislation, ethical guidelines and policies pertaining to best-practice client care.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- Any successful candidate external to DVA offered employment will be required to undergo pre-engagement screening checks, even if they currently have a security clearance. The screening checks are conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- Any successful candidate will be required to obtain and/or maintain, a Baseline Vetting (AGSVA) security clearance as a minimum.

Mandatory Requirments

- Currently hold or ability to obtain a Working with Vulnerable People registration **OR**
- Currently hold or ability to obtain a Working with Children check

In addition to the above, one of the following:

- Qualifications as a registered Psychologist / Occupational Therapist / Registered Nurse with full AHPRA registration, **OR**
- Qualified Social Worker with membership of the Australian Association Social Workers (AASW) on commencement, **OR**
- A Masters-level counselling qualification and registration with PACFA as a Registered Clinical Counsellor or with ACA at Level 3 or Level 4.

Notes

This recruitment process may be used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

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

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

We welcome people with diverse skills, experiences and perspectives. DVA is committed to building a workforce that reflects the community we serve and encourages applications from:

- Veterans and former Australian Defence Force members, whose skills and experience are highly valued across the APS
- Aboriginal and Torres Strait Islander peoples
- People with disability
- People who identify as LGBTQIA+
- People from culturally and linguistically diverse backgrounds

We are a Veteran Employer of Choice! This means you benefit from a workplace actively supporting veterans and families of veterans – one that understands and values military experience. You're joining an organisation publicly recognised for its commitment to fostering veteran-friendly employment pathways and long-term career success.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Anita Allen, 0499 972 553
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0772506

Department of Veterans' Affairs

Closing Date:Thursday 24 September 2026

Ministerial, Engagement & Communications
Communications

Job Title	Senior Graphic Designer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$104,898 - $119,116
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	EXT-2026-5190
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Join a talented and collaborative graphic design team that delivers creative, high-quality products to help veterans, their families and the wider community access and understand information and commemorate service.

As a Senior Graphic Designer, you'll work on a diverse range of projects across print and digital channels. You'll have the opportunity to lead complex design projects, provide expert advice and support the development of design capability across the team.

The Communications Branch, within theMinisterialEngagement & CommunicationsDivision, provides strategic communications, online publishing and corporate communication services that support the Department, the RepatriationCommission, Veteran and Family Wellbeing Agencyand the Ministersfor Veterans' Affairs.The Graphic Design team plays an important role in that work.

We're looking for an experienced designer who enjoys solving communication challenges through great design.

You'll be confident taking a project from brief to final product, whether that's a publication, campaign asset, infographic, report, presentation or digital content. You can turn complex information into clear and engaging visual communications and are comfortable working across both print and digital channels.

You'll enjoy working with a wide range of stakeholders, asking the right questions, providing expert advice and helping clients find the best communication solution. You bring a strong eye for detail, take pride in producing quality work, and can balance multiple priorities in a fast-paced environment.

Duties

- Design and deliver high-quality communication products across print and digital channels, including publications, reports, presentations, infographics, campaign materials, forms and digital content.
- Manage design projects from initial brief through to production and delivery, ensuring outcomes meet audience, business and communication objectives.
- Support the day-to-day operation of the studio by providing leadership and support to the team, assisting the EL1 Graphic Design Studio Manager with workload coordination, timesheet management, team administration and other routine operational activities.
- Translate complex information into clear, engaging and accessible visual communications.
- Provide expert graphic design advice and recommendations to stakeholders across the department.
- Apply DVA and Australian Government branding requirements and quality standards across all design products.
- Manage relationships with printers, suppliers and other service providers to support successful project delivery.
- Provide technical guidance, mentoring and quality assurance support to team members, contributing to capability development across the studio.
- Contribute to the continuous improvement of design services, workflows, templates, tools and processes.

Eligibility

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

- Any successful candidate will also be required to obtain and/or maintain, a baseline Vetting (AGSVA) security clearance as a minimum.

Mandatory Requirements

- A relevant tertiary qualification in graphic design, visual communication or a closely related discipline, or equivalent demonstrated professional experience.

Notes

This recruitment process may be used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Please note interviews may not be conducted, and assessment may be based on application and referee report only.

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

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

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To Apply

Position Contact	Natalie Sullivan, 0467 501 948
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0772509

Department of Veterans' Affairs

Closing Date:Thursday 01 October 2026

Technology, Digital and Data
Data and Insights

Job Title	Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Darwin NT
Salary	$104,898 - $119,116
Future Merit Locations	Darwin, Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	EXT-2026-5198
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

DVA has an insatiable appetite for data and associated insights. From ad-hoc requests for specific information to inform reporting and policy development, to cutting edge modelling to predict future trends, volume, costs, and program efficacy – data is increasingly central to everything we do.

The purpose of the Data and Insights Branch is to evolve the way the department produces and uses data, analytics and research, to underpin evidence-based policy development, service delivery and wellbeing outcomes. The branch fosters a culture of curiosity in data and research, establishing processes that enable the department to better understand and serve the needs of veterans and their families.

We are seeking an experienced Data Analyst to assist in the development of our Enterprise Data Warehouse (EDW). The ideal candidate for the Data Analyst role will possess a strong analytical mindset and extensive experience in examining and profiling source system data to understand its nature and structure. They will be adept at developing data engineering specifications to integrate data into the EDW, ensuring alignment with existing patterns. The individual will collaborate effectively with data engineers and business users to comprehend current data transformation processes to implement new data models and improve existing ones. A proactive approach to problem-solving is essential for success in this role.

Duties

- Evaluate and profile data sources and legacy data products to identify the most suitable data to meet new requirements and determine ETL rules.
- Design and document ETL rules and mapping rules.
- Write and optimise SQL queries to retrieve data.
- Prototype data models that will meet the needs of users, while maximising re-use.
- Plan, document and execute testing of data products, ETL processes, and contribute to other quality assurance activities.
- Create practical and actionable plans to address complex data issues and be able to explain these to users and other stakeholders.
- Work with the team to improve processes, determine standards and devise technical solutions for the ongoing development of the EDW and related tools.
- Work with Governance and Business to implement privacy and security controls.
- Work with Engineers, Analysts and Business to design products to be integrated into EDW data tables.
- Communicate complex data engineering specifications and processes clearly in a way that can be easily understood by a variety of technical and non-technical stakeholders.
- Proactively engage with stakeholders to understand project intent and gather business requirements.

Eligibility

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

Highly Desirable Requirements

- Tertiary qualification in data management, data engineering, data science, business analytics or a related discipline.

Notes

This recruitment process may be used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

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To Apply

Position Contact	Matthew Westhoff, 08 6479 6046
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772360

Bureau of Meteorology

Closing Date:Sunday 20 September 2026

Enterprise Services
Organisational Development People Connect

Job Title	People Connect Senior Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Hobart TAS, Adelaide SA, Canberra ACT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60019784
Agency Website	

Job Description

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

The role

We are seeking a People Connect Senior Advisor to join our Enterprise Services, Organisational Development business area.

Role Description

Within the Organisational Development Program in the Enterprise Services Group, People Connect provides operational Human Resource (HR) recruitment, payroll, pay and conditions advice and services across the employee lifecycle for Bureau of Meteorology employees. People Connect operates as a digital service team, using a combination of the bureau’s service management channel as the first point of contact for people-related enquiries and queries, and

direct contact. The team supports a geographically dispersed workforce and is focused on delivering timely, accurate and customer-centred HR services.

The successful applicant will be a team lead and senior advisor within the Recruitment Operations team and will work alongside our other People Connect teams including Payroll Operations and general Human Resource Operations and will be responsible for day-to-day team management. This includes workflow and workload management, leave management, performance management, coaching, training and development of team members, and ensuring services are delivered to quality standards and within demanding timeframes. The position reports directly to the People Connect Recruitment Lead (Executive Level 1) and may be required to assume broader leadership responsibilities when needed.

The role provides strategic and operational advice and support to resolve complex recruitment, HR, payroll, or pay and conditions enquiries, including matters involving senior leaders, employees and people managers. The successful applicant will analyse HR and service data, identify patterns and trends, and use these insights to improve People Connect products, services, systems, intranet content, tools, policies and procedures. They will also contribute to business improvement initiatives, system implementation and review activities, and the ongoing uplift of the bureau’s HR service delivery model.

Duties

The responsibilities of the role include but are not limited to:

Support the delivery of high-quality employee services across recruitment, payroll, pay and conditions, and entitlement administration for Bureau employees nationally.

Coordinate team workloads, allocate tasks and manage resources through service management tools to ensure timely and effective service delivery.

Provide accurate and practical advice on APS legislation, industrial instruments, the Enterprise Agreement, HR policies, procedures and related employment matters.

Contribute to the development, implementation and administration of HR policies, procedures, systems, guidance materials and intranet content.

Maintain current technical knowledge by regularly reviewing relevant HR policies, processes, procedures, practices, instructions and tools.

Provide consultancy and advisory support to stakeholders on HR, payroll and employee service matters, including complex or escalated enquiries.

Build and maintain effective internal and external working relationships to support service excellence, employee self-service, digital engagement and change adoption.

Analyse service information and data, identify trends and prepare reports, correspondence, submissions and recommendations to support decision-making and continuous improvement.

Support the implementation of new or changed employee service offerings, systems and processes in collaboration with managers, leaders and colleagues.

Maintain key organisational documents and provide quality assurance, training and procedural support to staff as required.

Work under limited direction to manage competing priorities, resolve complex issues, exercise sound judgement and apply appropriate delegations.

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

Eligibility

Our Ideal Candidate:

• The successful applicant will be a highly knowledgeable and experienced HR professional with strong customer experience and stakeholder engagement capability, well-developed communication and advisory skills, demonstrated critical thinking, problem-solving and influencing skills, and the ability to manage competing complex priorities. Experience leading and managing HR teams, working with SAP HR, HireRoad/Acendre Recruitment solution and using service management tools is required.

• The role works with a level of autonomy and requires sound judgement, initiative and collaboration across People Connect, broader Organisational Development specialist teams and business areas across the bureau. The successful applicant will be team-oriented, committed to best practice and continuous improvement, and motivated to make a positive impact on their team, customers and stakeholders through professional, responsive and high-quality HR service delivery.

• The specific vacancy is within our Recruitment team, however an Order of Merit from this process may be used to fill future vacancies within our broader team.

Highly Desirable experience

It is highly desirable that applicants hold a qualification in HR or related professional field such as an AHRI Certification or a degree or diploma from an Australian educational institution, or an equivalent overseas qualification, relevant to the duties of the role.

Alternatively, applicants may demonstrate other comparable qualifications or experience that are appropriate to the position:

• Solid knowledge of the legislative framework applicable to a Commonwealth government environment, including the application of relevant legislation, employment conditions and Enterprise Agreements.

• Sound knowledge of HR practices within Australia, Australian recruitment and/or payroll practices, including expertise in the use of SAP, service management tools and recruitment systems.

• Excellent communication and interpersonal skills, with the ability to provide accurate, timely and confident support and advice to managers.

• Demonstrated ability to prepare clear, professional written advice for employees and senior management.

• Highly developed leadership skills and proven ability to influence, build strong relationships, coach and mentor colleagues, provide direction, delegate work, monitor performance and facilitate collaboration between teams.

• Demonstrated initiative, strong attention to detail and ability to manage high-volume workloads by prioritising effectively to meet deadlines.

Notes

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

About the Bureau of Meteorology

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To Apply

Position Contact	Fiona Inglis, fiona.inglis@BOM.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772435

Bureau of Meteorology

Closing Date:Monday 21 September 2026

Data & Digital
Observing Systems & Operations

Job Title	National Operations Program Coordinator
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$140,675 - $157,243
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60019786
Agency Website	

Job Description

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

The Program Coordinator provides national coordination, scheduling governance, and workforce mobilisation functions across National Observing Operations (NOO). The role is responsible for

ensuring operational resources, capabilities, logistics, and schedules are aligned to support maintenance, capital works, project delivery, and strategic initiatives across the Bureau's observing networks.

The Program Coordinator role will establish and maintain a nationally consistent scheduling and resource planning framework across NOO, ensuring alignment between Program of Service obligations, maintenance activities, capital programs, deployment projects, workforce availability, operational priorities and stakeholder requirements.

The position will provide national oversight of the workforce utilization and field deployment planning, identifying opportunities to improve efficiency through coordinated travel, shared logistics, multi-network maintenance activities and strategic resource allocation.

Over the next 3-4 years, a primary focus of the role will be supporting the Bureau's AWS Replacement Program, coordinating the rollout of replacement equipment to more than 700 sites across Australia, Antarctica and offshore territories. The position will serve as the key interface between project delivery teams and operational maintenance centres to ensure workforce readiness, scheduling integration, logistics coordination, training preparedness and successful operational transition.

Duties

National Program Coordination and Scheduling:

- Lead national operational scheduling coordination across NOO Observing Operations Hubs
- Maintain a consolidated national view of workforce capacity, capability, utilisation and program delivery requirements
- Coordinate prioritization of operational activities, project deployments and Program of Service obligations
- Identify opportunities to improve efficiency through integrated scheduling, logistics and workforce optimisation
- Develop and maintain national reporting on program delivery, workforce utilisation, schedule performance and operational risks
- Provide strategic advice to the Manager National Observing Operations regarding resource allocation and emerging operational constraints
- Lead workforce mobilisation planning with Scheduling Leads, ensuring national capability requirements, recruitment, training, authorisations and deployment schedules are aligned to operational and program objectives.
- Proactively engage with operational and program stakeholders to identify, implement and monitor opportunities to improve national maintenance scheduling, workforce utilisation and operational delivery outcomes.

AWS Rollout (3-4 year highlight):

- The Bureau is undertaking one of the largest Observing network modernisation programs in its history through the replacement of more than 700 Automatic Weather Stations nationally. Over the next 3-4 years, the Program Coordinator will play a leading role in coordinating operational readiness, workforce mobilisation, training delivery, logistics planning, scheduling integration and transition-to-operations activities associated with this program.

Eligibility

Mandatory qualifications

- A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR
- Other comparable qualifications, which are appropriate to the duties OR
- Relevant experience and training, which enables the employee to competently perform the duties at this level.

Successful applicants will be required to:

- Hold a Current Australian Drivers Licence
- Eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA)

Notes

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

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To Apply

Position Contact	Mark Dalmazzo, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772466

Bureau of Meteorology

Closing Date:Monday 21 September 2026

Community Services
Environmental Prediction Services

Job Title	Water Operations Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Brisbane QLD
Salary	$99,734 - $111,701
Future Merit Locations	Melbourne, Brisbane, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60017206
Agency Website	

Job Description

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

Australia is increasingly affected by severe weather and flood events, creating a growing need for accurate forecasting and timely warnings to support community safety and resilience.

To meet this need, the Community Services Group (CSG) delivers customer-focused, integrated and resilient operational services across Australia. CSG comprises Environmental Prediction Services (EPS), Decision Support Services (DSS) and National Production Services (NPS), enabling the delivery of a wide range of products and services that provide significant value to the Australian community.

The Water Operational Officer is a key role within Environmental Prediction Services (EPS) Flood & Water, responsible for supporting the delivery of national flood forecasting, risk assessment and warning services through the National Water Operations Team (NWOT). Working within a 24/7 rostered operational environment, the role maintains situational awareness, supports critical decision-making, and helps ensure the delivery of high-quality services to the Australian community during routine operations and significant weather events.

Beyond operational duties, the role contributes to the continuous improvement of the Bureau's flood forecasting capability through project work, process enhancement, training, and the development of forecasting tools and practices. Success in this role requires strong operational flood forecasting expertise, the ability to perform effectively in dynamic and high-pressure environments, and a commitment to collaboration across operational teams.

This position forms part of the NWOT's 24/7 roster and requires participation in a rotating schedule that includes days, nights, weekends and public holidays. Employees undertaking this role are eligible for the shift work provisions outlined in the Bureau of Meteorology Enterprise Agreement, including shift penalties while working rostered shifts, applicable shift-related payments during annual leave, and additional leave entitlements associated with continuous shift work.

To be successful in this role, you will have a good understanding of operational flood forecasting and the total flood warning system. You will possess a sound ability to excel in high pressure, complex and dynamic operating environments such a during severe weather events. Flexibility and a commitment to supporting operations during periods of elevated flood risk will be essential. Due to the operational nature of CSG, reasonable additional hours outside the scope of routine shifts are required to support flood forecasting and warning services, particularly during significant flood events.

Duties

In this role you will generally be required to undertake work that is complex in nature, work under limited direction with the opportunity for reasonable autonomy and accountability. Responsibilities include, but are not limited to:

1. Maintaining situational awareness of national weather, flood risk and severe weather events as part of a shift-based national operations team.
2. Monitoring rainfall and river height data, preparing and running hydrologic flood models, and issuing flood warnings. Liaising with internal and external stakeholders and undertaking

routine brief and advise tasks including for emergency responders and water agencies during out-of-hours periods.
3. Supporting routine national flood operations, ensuring operational readiness.
4. Making evidence-based decisions in dynamic, complex and time-critical situations using up-to-date science, sound judgement, operational procedures and best-practice forecasting principles.
5. Fostering collaborative, responsive operations that support innovation and continuous improvement.
6. Building and maintaining strong relationships across the Bureau and with external stakeholders, communicating technical information clearly and effectively.
7. Applying specialist knowledge and expertise to support operational activities, communications, continuous improvement initiatives and service delivery outcomes.
8. Contributing to the successful delivery of projects and initiatives that improve flood warning and water services, collaborating across EPS teams and contributing expertise across the Bureau.
9. Providing proactive advice on incident escalation, flood event response and operational management in complex, high-pressure environments.
10. Participating in a rotating shift roster, including extended weekday and weekend hours, with additional shifts during significant flood events as required.
11. Adapting to changing operational requirements and contribute to the delivery of outcomes in a collaborative and multidisciplinary environment.
12. Identifying, implementing and championing improvements to work practices and operational processes.
13. Compling with and demonstrating commitment to the APS Values, Employment Principles, Code of Conduct, the Bureau’s diversity and inclusion principles, and all relevant work health and safety policies and procedures.

Eligibility

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

Notes

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

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To Apply

Position Contact	Claire Mills, Team Lead Flood & Water, -
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772444

Climate Change Authority

Closing Date:Sunday 27 September 2026

Job Title	Special Advisor, Media and Public Affairs
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$121,755 - $139,816
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	TBC
Agency Website	https://www.climatechangeauthority.gov.au/about-cca

Job Description

recruitment@cca.gov.au

Please read the full APSJobs ad and 'how to apply' instructions below.

The Climate Change Authority is an independent statutory agency of the Department of Climate Change, Energy, the Environment and Water established by the *Climate Change Authority Act 2011*. The Authority's purpose is to provide independent, evidence-based advice on Australia's response to climate change, to:

- accelerate emissions reductions and position Australia as a leader in the global effort to limit temperature increases;
- guide Australia to new opportunities and new ways of doing things, to sustain Australia's prosperity as the world transitions to net zero emissions; and
- help Australia prepare for and adapt to the current and increasing impacts of climate change, which have already begun and will continue to increase.

The Authority plays an important role in the governance of Australia's climate change policies including by providing independent advice on preparation of Australia's annual climate progress statement to Parliament and Australia's emissions reduction targets.

About this role

The Special Advisor, Media and Public Affairs supports the Chair and CEO of the Climate Change Authority to strengthen the organisation's influence through public engagement and strategic communications. The Special Advisor works closely with the Chair on speeches and media engagement, and provides strategic communications advice to support the Authority's technical reports. This role is critical to delivering on the Authority's role in improving the quality of public conversation on climate policy.

The role combines strategic communications, media engagement, high-level writing, and internal coordination to help ensure the Authority's advice and reports are accessible and influential. The Special Advisor operates as a connector across teams, contributing to key publications, and ensuring high-quality support for the Chair's external engagements.

The Special Advisor exercises sound judgement and a high degree of initiative and discretion in dealing with sensitive business matters, and works collaboratively with others to achieve results in a busy, fast-paced environment.

Duties

The Special Advisor, Media and Public Affairs works with and reports to the General Manager, Outreach and Enabling. The duties of the position are as follows:

<u>Speechwriting and External Representation</u>

- Draft speeches, opinion pieces, event talking points and public commentary for the Chair and CEO.
- Ensure messaging is accurate, strategic, audience-appropriate and aligned with organisational objectives.
- Liaise with senior staff and project teams to gather content, context and insights for speeches and public remarks.

Media Engagement

- Support media engagement on behalf of the Chair and CEO.
- Draft media releases, backgrounders, quotes and briefings for proactive and reactive media opportunities.
- Monitor media coverage, provide timely updates to leadership, and support the management of media relationships.

Chair Support and Strategic Engagements

- Accompany the Chair to select external meetings and events, providing briefing material, note-taking, and follow-up.
- Synthesise insights from these engagements and share with the executive and relevant teams.
- Strategic planning for Chair and CEO engagements

Publications and Communications

- Assist with shaping the narrative for major publications, including drafting or reviewing forewords, summaries and key messages for major reports and publications.
- Review reports for readability, public engagement and accessibility, working collaboratively with project teams.
- Contribute written content, including case studies and insights, to enhance communication and uptake of key reports.

Key capabilities and experience

Our ideal candidate will have:

- Well-developed interpersonal skills that foster trust and cooperation, and a proven ability to work effectively, collaboratively and with integrity within a politically sensitive environment.
- Strong familiarity with the topic of climate change.

- Demonstrated experience in speechwriting, media or strategic communications within government or the public sector.
- Strong writing and editorial skills, with the ability to translate complex material into clear and compelling public messages.
- Experience working closely with senior executives or office holders on public engagement.
- Sound understanding of the media and political landscape, and how to navigate it effectively and sensitively.
- Ability to work collaboratively across teams and manage competing deadlines in a dynamic environment.

Desirable qualifications/skills

- Tertiary qualifications in a relevant field (e.g. communications, media, public relations, journalism, marketing and research, public policy, environment).
- Familiarity with government communications protocols.
- Exposure to policy or research settings, and the ability to interpret and communicate policy analysis or findings.

Eligibility

- **Citizenship:** to be eligible for employment with the Authority you must be an Australian citizen.
- **Security clearance:** this position requires an Australian Government Security Vetting Agency (AGSVA) Baseline security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment checks:** your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, identity checks and referee checks.

Notes

Office Arrangements

The Authority's primary office is located in Canberra, ACT. However, due to the requirements of the role and location of the Chair, the Special Advisor position is based in Sydney, NSW only. Applicants should be aware that, if successful, they will be engaged as a remote staff member. Whilst shared office facilities are available in Sydney, there may be limited availability.

Use of Artificial Intelligence

In preparing your application, please ensure you follow the Australian Public Service Commission's '**Principles for candidate use of AI in recruitment**'.

Please refer to the Australian Public Service Commission's '**Principles for agency use of AI in recruitment**' for the principles the Authority follows in its recruitment processes.

In your covering email please ensure you answer:

- Has AI been used in the preparation of any part of your application? Yes or no.

If you answered yes, please provide a brief description of the AI tools or technologies used and specify which parts of your application were assisted by AI.

How to apply

You are required to submit a 500-word pitch explaining how your skills, knowledge and experience will be relevant to the role and why you are the best candidate for the position.

Your application should include your current CV, including the names and contact details for two referees (CVs must be in .doc, .docx, or .pdf format).

Applications close **Sunday, 27 September, 11:59pm AEST** and must submitted to recruitment@cca.gov.au. Late applications after this closing date will not be accepted.

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

About the Climate Change Authority

To Apply

Position Contact	Mia Swainson, 0432 928 775
Agency Recruitment Site	recruitment@cca.gov.au

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772319

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

Closing Date:Friday 16 October 2026

Office of the Supervising Scientist
Environment & Water Outcomes Delivery Jabiru Field Station

Job Title	Fieldwork Support Officer
Job Type	Full-Time, Ongoing
Location	Jabiru NT
Salary	$80,371 - $87,496
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 4
Position Number	2026/1756
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=1A96668F-A0EA-1DFB-86CD-ED49C4F23C62

The Office of the Supervising Scientist (OSS) is a specialist scientific organisation within the Department of Climate Change, Energy, the Environment and Water (Commonwealth). We are responsible for protecting the people and environment of the Alligator Rivers Region, including Kakadu National Park, from the effects of uranium mining. We conduct environmental research and monitoring around operating and rehabilitated uranium mining sites, participate in and oversee the regulatory process and developing standards and practices for environmental protection.

Environment & Water Outcomes Delivery ensures the protection of the Alligator Rivers Region, including Kakadu National Park, and the local communities from the effects of uranium mining by undertaking environmental research and monitoring, participating in and overseeing the regulatory process and developing standards and practices for environmental protection.

Our Jabiru Field Station in Jabiru, Kakadu National Park supports the environmental monitoring and research conducted by OSS. A key focus is the delivery of the continuous water quality monitoring program, including data collection and the maintenance of field-based equipment.

Atmospheric and biomonitoring programs are also routinely undertaken by the Jabiru Field Station team.

Duties

- Assist with maintenance and installation of 12V systems.
- Safely operate small trailer boats on in-land water ways.
- Safely operate 4wd vehicles and UTVs in an off-road environment.
- Service scientific equipment.
- Take and process water samples in accordance with set procedures.
- Provide logistical support to scientific staff undertaking fieldwork, including stream gauging.
- Undertake various maintenance tasks on OSS vehicles, vessels and facilities; including vehicle cleaning and routine safety inspections.
- Assist in communication and consultation activities with local Aboriginal groups.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Additional requirements

- Hold a current Apply First Aid Certificate or have the ability to obtain this qualification.
- Hold a current coxswains licence or have the ability to obtain.
- Hold and maintain a current manual driver’s licence and ability to drive a 4WD vehicle.
- Hold and maintain a valid Australian motor vehicle drivers licence.
- Note that relocation assistance is subject to negotiation.
- Note that the physical requirements of the role(s) involve a combination of outdoor and office-based work.
- Note that you will be required to complete specific training (including refresher training) related to the role including remote area training, defensive driving, first aid and CPR courses.
- Note that you will be required to travel in remote/isolated locations in northern Australia or its near northern neighbours, using a variety of transport including vessels, light/commercial aircraft, helicopters and manual four wheel drive vehicles.
- Note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams.
- Wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department’s uniform policy.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

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

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

Notes

We currently have one vacancy available for immediate filling. A merit pool for filling the same or similar position may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Lachlan Wyatt, 0477 789 139
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=1A96668F-A0EA-1DFB-86CD-ED49(

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772330

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

Closing Date:Friday 25 September 2026

Parks Australia
Science & Australian National Botanic Gardens Australian National Botanic Gardens

Job Title	Facilities & Assets Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$80,371 - $87,496
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 4
Position Number	2026/1874
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=4B7A9DA6-32B9-9549-38ED-ED49C5B70E5B

The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia, and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels. Our work includes:

- Strategic science planning and prioritisation and shaping research partnerships for Parks Australia.
- Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving.
- Providing scientific support for Protected Areas policy and Park Management Plans.
- Managing the Australian National Botanic Gardens, home to our Branch and the nation’s largest living collection of native plants.
- Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes.
- Facilitating research and science capacity building and education.
- Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation.
- Climate adaption and policy for Parks Australia.
- Evaluation and reporting to understand management effectiveness and performance of our parks, gardens and agency.
- Data and information systems services for Parks Australia.

The Australian National Botanic Gardens (ANBG) is the nation's most diverse collection of Australian native plants. We directly contribute to safe-guarding Australia's plant species from extinctions and are responsible for leading, building and sharing knowledge of our Australian flora. The ANBG works closely with biodiversity science programs - the Australian Biological Resources Study, the Centre for Australian National Biodiversity Research, the National Seed Bank, and Biodiversity Informatics - in partnerships for research, for management of physical and digital biological collections, and for management of fundamental national biodiversity data and information accessed nationally and internationally. The ANBG works closely with other Commonwealth parks to support plant conservation initiatives. The ANBG is uniquely placed to provide holistic solutions for national plant conservation, with combined expertise in, and specialist science facilities for: botanical taxonomy, evolution and systematics, seed biology and horticulture. The Australian National Botanic Gardens (ANBG) in Canberra is a leading national institution for the conservation, study, and display of Australian native flora. For more information about us please visit our website.

Duties

The Facilities & Assets Support Officer supports the maintenance and operation of buildings, infrastructure and assets across the Australian National Botanic Gardens. Working as part of a team and under general direction, the position undertakes maintenance activities, assists with contractor coordination and contributes to both planned and reactive maintenance works. The successful candidate will develop site knowledge over time and apply sound judgement when responding to maintenance requests and operational priorities. In this role you will be responsible for:

- Undertake facilities and asset maintenance activities, including inspections, repairs and maintenance works to buildings, fixtures, fittings, furniture, equipment and associated infrastructure. Identify and report maintenance requirements and assist with coordinating and completing approved works.
- Liaise with internal and external stakeholders regarding maintenance requests, operational issues and facilities related activities, and provide relevant information to support operational decision making.
- Under general direction, undertake a range of facilities, asset and infrastructure maintenance activities including carpentry, painting, paving, plumbing, irrigation and other trade related works, and assist with the maintenance of mechanical, electrical, lighting and pumping infrastructure systems.
- Coordinate site access, inductions and day to day liaison with contractors undertaking maintenance and repair works, and assist supervisors with contractor engagement activities as required.
- Operate and maintain workshop facilities safely and efficiently, and read interpret and work from technical drawings, plans and specifications.
- Share in rostered on-call duties to support site operational needs out of standard working hours.
- Undertake the safe use, routine inspection and maintenance of plant and equipment in accordance with ANBG policies, procedures and manufacturer requirements.
- Apply Australian National Botanic Gardens WHS policies and procedures and participate in hazard identification, risk assessment and incident reporting activities as required.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Additional requirements

- Hold and maintain a valid Australian motor vehicle drivers licence.
- Note that you may be required to perform occasional out-of-hours and weekend work.
- Participate in the Park's Duty Officer Roster involving after hours monitoring of emergency alarms and phones.
- Wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy.
- Wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures.

Additional Information

- Note that the duties of the position require a high degree of manual and physical activity, with a combination of outdoor and office-based work, and potentially hot and humid indoor environments. Applicants should possess an appropriate level of functional physical fitness.

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

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

Notes

We currently have one vacancy available for immediate filling. A merit pool for filling the same or similar position may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Matthew Parker, 0403 989 769
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=4B7A9DA6-32B9-9549-38ED-ED49C

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772391

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

Closing Date:Sunday 27 September 2026

Parks Australia
Science & Australian National Botanic Gardens Australian National Botanic Gardens

Job Title	Assistant Director – Living Collections & Assets
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$129,106 - $138,861
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	Executive Level 1
Position Number	2026/1833
Agency Website	https://www.dcceew.gov.au/

Job Description

http://www.dcceew.gov.au/

Who we are

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks

(the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia, and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels. Our work includes:

- Strategic science planning and prioritisation and shaping research partnerships for Parks Australia
- Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving
- Providing scientific support for Protected Areas policy and Park Management Plans
- Managing the Australian National Botanic Gardens, home to our Branch and the nation’s largest living collection of native plants
- Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes
- Facilitating research and science capacity building and education
- Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation
- Climate adaption and policy for Parks Australia
- Evaluation and reporting to understand management effectiveness and performance of our parks, gardens and agency
- Data and information systems services for Parks Australia

The Australian National Botanic Gardens (ANBG) is the nation's most diverse collection of Australian native plants. We directly contribute to safe-guarding Australia's plant species from extinctions and are responsible for leading, building and sharing knowledge of our Australian flora. The ANBG works closely with biodiversity science programs - the Australian Biological Resources Study, the Centre for Australian National Biodiversity Research, the National Seed Bank, and Biodiversity Informatics - in partnerships for research, for management of physical and digital biological collections, and for management of fundamental national biodiversity data and information accessed nationally and internationally. The ANBG works closely with other Commonwealth parks to support plant conservation initiatives. The ANBG is uniquely placed to provide holistic solutions for national plant conservation, with combined expertise in, and specialist science facilities for: botanical taxonomy, evolution and systematics, seed biology and horticulture. The Australian National Botanic Gardens (ANBG) in Canberra is a leading national institution for the conservation, study, and display of Australian native flora. For more information about us please visit our website.

For more information about us please visit our website.

Duties

The Assistant Director leads the Livings Collections & Assets team who are responsible for the in-ground conservation collections and landscapes, facilities, infrastructure, equipment and buildings within the ANBG site. The team consists of skilled horticulturists and trades personnel that work to maintain the national institution as a facility open to the public seven days a week and receiving over 550,000 visitors a year. The Assistant Director will be responsible for setting priorities and guiding an operational team to achieve conservation objectives, engaging displays with high-quality horticultural standards, responsive facilities and assets management, fostering a positive and high-performing team culture, and driving innovative approaches and efficiencies. The role is ideally suited to an experienced leader with a genuine passion for practical horticulture, assets and facilities management. This is a rewarding role within a nationally significant institution focused on the science and conservation of Australia flora. We are seeking an energetic and supportive leader who thrives in a dynamic environment, can effectively manage change, balance priorities, and work collaboratively across the ANBG to deliver shared outcomes and advance the Gardens' mission.

In this role you will be responsible for:

- Leading and managing the Living Collections & Assets team, fostering a collaborative, high-performing culture and building staff capability through mentoring, training and development.
- Planning and delivering site operations, including annual work programs, budgets, and continuous improvement of horticultural and facilities maintenance practices to ANBG objectives.
- Promoting and ensuring compliance with WHS and emergency management requirements.
- Supporting the development and delivery of capital works programs, as well as procurement and contract management.
- Collaborating across ANBG teams and working with the Assistant Directors for Collections & Conservation Stewardship, Visitor Experience and Education, and Conservation Horticulture & Nursery Management by providing expert horticultural and facilities advice to support the living collection and conservation programs, including input into the design, coordination, and reporting of conservation and horticultural projects.
- Participating in the ANBG leadership team and contributing to ANBG leadership priorities, including implementation of the Management Plan and Living Collection Strategy.
- Ensuring accurate record keepings and maintaining data integrity across systems.
- Managing horticultural infrastructure and environmental systems to meet operational requirements.
- Representing ANBG as a subject matter expert and engaging stakeholders through professional networks and public activities.
- Supporting the executive through the preparation of briefings, submissions or other materials and through the provision of expert advice.

Eligibility

Licence - hold and maintain a valid Australian motor vehicle drivers licence,

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

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

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

Notes

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

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

To Apply

Position Contact	Matthew Parker, 0403 989 769
Agency Recruitment Site	http://www.dcceew.gov.au/

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Employment and Workplace Relations

Vacancy VN-0772504

Department of Employment and Workplace Relations (DEWR)

Closing Date:Wednesday 23 September 2026

Enterprise Technology
Enterprise Business Platform Services Digital Platform Support

Job Title	Change Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$105,295 - $115,786
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 6
Position Number	26/1317
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/?jati=E5E17CD4-B590-1B95-6D83-ED4B2EBE3E8D

Reporting to the CIAM Team Lead (Consumer Identity and Access Management), the Change Manager is responsible for assessing incoming technology, process and policy changes in the Digital Identity and related technology space. Coordinating with affected teams to ensure there is no interruption to the systems under our custody.

Duties

Responsibilities of the Change Manager may include:

- Assess technology, process, policy and legislative changes, evaluating impacts on Digital Identity services, business operations and DEWR-hosted applications.
- Complete the onboarding requirements for new applications joining the AGDIS ecosystem, ensuring the requirements of the Digital ID act are being met.
- Lead change planning and coordination activities, developing implementation schedules, communication strategies and stakeholder engagement plans to ensure successful adoption.
- Translate complex technical, business and legislative requirements into clear, actionable outcomes for technical and non-technical stakeholders.
- Build and maintain productive relationships with internal and external stakeholders, proactively managing issues, risks, escalations and competing priorities.
- Provide authoritative advice and regular status reporting on change readiness, impacts, risks and outcomes to executives and key stakeholders.
- Develop and deliver high-quality presentations, workshops and webinars, communicating complex concepts clearly to diverse audiences, including senior executives.

- Prepare executive reports, briefings and insights that support decision-making across change management, service delivery, cyber security and operational functions.
- Apply strong communication, negotiation and conflict resolution skills to manage stakeholder expectations, de-escalate issues and achieve positive business outcomes.

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

Essential- Qualification in Information Technology or Business Management. Diploma level or above.

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	James Woods, (03) 9920 4505
Agency Recruitment Site	https://dewr.nga.net.au/?jati=E5E17CD4-B590-1B95-6D83-ED4B2EBE3E

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Employment and Workplace Relations

Vacancy VN-0772535

Department of Employment and Workplace Relations (DEWR)

Closing Date:Thursday 24 September 2026

Legal and Assurance
Commercial and Information Law Various

Job Title	Senior Government Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Canberra ACT, Sydney NSW, Newcastle NSW, Orange NSW, Alice Springs NT, Brisbane QLD, Mackay QLD, Rockhampton QLD, Townsville QLD, Adelaide SA, Hobart TAS, Melbourne VIC, Bendigo VIC, Perth WA
Salary	$129,477 - $158,609
Future Merit Locations	Darwin, Canberra, Sydney, Newcastle, Orange, Alice Springs, Brisbane, Mackay, Rockhampton, Townsville, Adelaide, Hobart, Melbourne, Bendigo, Perth
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Senior Government Lawyer
Position Number	26/1393
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/?jati=D1196CDA-6E89-E37F-55E6-ED4B6947C592

Reporting to the Principal Government Lawyer we are seeking a high performing Senior Government Lawyer with commercial law experience to join our specialist commercial law practice within the Commercial and Information Law Branch.

You will be part of an experienced and well-established practice that is recognised across the department for delivering high quality, practical and solution-focused legal advice. With three dedicated commercial law teams, the Branch provides legal support across the full spectrum of the department's commercial activities, ensuring the work is both diverse and interesting.

Duties

The duties and responsibilities for this role include providing a broad range of commercial legal services to the department as set out under the heading ‘the Role’ and demonstrating capabilities listed under the heading ‘Capabilities’ below.

As a Senior Government Lawyer, you will provide high quality, strategic legal advice and services across a diverse range of commercial law matters, including:

- Advising on the design and delivery of procurement and grants activities;
- Drafting and negotiating complex contracts, deeds, variations, novations and other legal instruments to support government programs and policy outcomes;
- Advising on contractual rights and obligations, including dispute resolution, breach management, recovery of funds, termination rights and intellectual property matters;
- Providing advice on Commonwealth legislative and policy frameworks relevant to government commercial activities, including the Government Procurement (Judicial Review) Act 2018, Public Governance, Performance and Accountability Act 2013, Commonwealth Procurement Rules, Commonwealth Grants Rules and Principles, and associated procurement policies;
- Advising on corporate governance and risk management issues;
- Advising on ICT procurements, projects and contractual arrangements; and
- Advising on commercial property and other commercial law matters affecting departmental operations.

The duties and responsibilities for this role will also include complying with obligations in Commonwealth legislation and policies where relevant, for example the Public Service Act 1999 and the Legal Services Directions 2025.

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

- A degree in laws from an Australian tertiary institution, or a comparable overseas qualification, which is appropriate to the duties of the position; and
- Admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory with ideally at least 4 years post admission experience.

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Michelle Kirby, (02) 6121 3569
Agency Recruitment Site	https://dewr.nga.net.au/?jati=D1196CDA-6E89-E37F-55E6-ED4B6947C5

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Employment and Workplace Relations

Vacancy VN-0772423

Safe Work Australia

Closing Date:Sunday 20 September 2026

Corporate People Strategies

Job Title	Senior Work Health and Safety Advisor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$153,296 - $183,755
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements may be discussed in line with our enterprise agreement.
Classification	Executive Level 2
Position Number	tbc
Agency Website	https://www.safeworkaustralia.gov.au//

Job Description

https://swacareers.nga.net.au/?jati=2438B53C-34E6-8511-9513-ED4A3E027145

Lead Work Health and Safety from the inside of Australia's national Work Health and Safety policy body.

Safe Work Australia is looking for an experienced and pragmatic senior work health and safety professional to take ownership of our agency-wide work health and safety function.

This is a unique opportunity to lead work health and safety, injury management, rehabilitation and workplace wellbeing within the national policy body for work health and safety and workers' compensation.

Reporting to the Chief Operating Officer, you'll be our senior work health and safety adviser and trusted point of contact for executives, managers and employees. You'll have the autonomy to influence how we approach physical and psychosocial risk across the agency, while contributing more broadly to our people functions and priorities.

Working in a small agency, this is a critical EL2 role with both strategic and hands-on functions. You'll move between strategic advice and practical delivery, providing advice to senior executives one day and coordinating case management, committee activities, reporting, contracts, programs or operational work health and safety requirements the next.

Duties

You will:

- lead the agency's work health and safety, injury management, rehabilitation and workplace wellbeing function
- provide practical, evidence-based advice on complex work health and safety matters, psychosocial risk and workplace safety
- lead complex case management and return-to-work coordination
- strengthen our work health and safety management system, policies and safety culture
- work closely with our Health and Safety Committee, Health and Safety Representatives, First Aid Officers and Fire Wardens
- design and deliver wellbeing and psychosocial safety initiatives
- contribute to broader People Strategies work, including workforce strategy, employee engagement, diversity and inclusion, policy and APS workforce reporting.

We're looking for someone who combines strong work health and safety expertise with sound judgement, influence and a willingness to get involved in the detail. You'll be comfortable advising at the most senior levels of the agency while also taking responsibility for the day-to-day work required to keep a small agency's work health and safety function running effectively.

Eligibility

To be eligible for employment with Safe Work Australia (SWA), you must be an Australian citizen, and you will be required to successfully undergo a police record check.

The successful applicant must be able to obtain and maintain a minimum of 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

You application will be assessed against the Australian Public Service work level standards. Prior to preparing your response it is recommended you review the relevant work level standards and Integrated Leadership System (ILS) Profile relevant to the classification you are applying to.

Following the selection process, suitable applicants may be placed in a merit pool which can be used to fill similar roles within 18 months of the vacancy being notified in the APS Gazette.

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

About the Safe Work Australia

Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers' compensation. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities. We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly

encouraged to apply. Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths.

To Apply

Position Contact	Helen Innes, (02) 6240 6883
Agency Recruitment Site	https://swacareers.nga.net.au/?jati=2438B53C-34E6-8511-9513-ED4A3E

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Communications and the Arts

Vacancy VN-0772578

National Museum of Australia

Closing Date:Thursday 24 September 2026

Visitor Experience
Education

Job Title	Special Projects Producer
Job Type	Casual, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$99,734 - $111,701
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	To be confirmed
Agency Website	https://www.nma.gov.au/about/employment

Job Description *https://www.nma.gov.au/about/employment*

The Museum has an exciting opportunity for an educator and team leader to join our education team. The Special Projects Producer, Education, will provide specialist education expertise to support the development and delivery of strategic learning initiatives across the Education team. Working flexibly across both onsite and digital education programs, the role develops engaging learning experiences, special projects and resources for students and teachers, contributing to initiatives such as Museum to You, a reinvigorated digital excursion offering, the development of the NMA's new LearnHub, Australia's Defining Moments Digital Classroom and other strategic priorities.

The Education team delivers curriculum-aligned learning experiences that connect students, teachers and schools with the Museum's collections, exhibitions and stories through onsite and digital platforms.

The role works collaboratively across the Museum to deliver high-quality educational outcomes that extend audience reach and engagement with the Museum's collections, stories and experiences.

Duties

The successful candidate will be an experienced educator and project leader with knowledge of contemporary teaching and learning practices, curriculum development and audience engagement. They will have demonstrated experience leading complex education projects, creating high-quality learning resources and experiences that connect student audiences with cultural content across onsite, outreach and digital environments.

They will be proactive, organised and outcomes-focused, with the ability to manage multiple priorities while contributing to the delivery of key education projects and organisational objectives.

- Lead the development and delivery of strategic education projects and initiatives, providing specialist education expertise to support priority programs including Museum to You, renewed digital excursion offerings, the development of LearnHub, Australia's Defining Moments Digital Classroom and other priority projects.
- Design and produce engaging learning resources and educational content for student and teacher audiences, demonstrating an understanding of curriculum requirements, age-appropriate learning design, and effective engagement strategies across digital and face-to-face platforms.
- Apply knowledge of contemporary pedagogy, digital learning and audience engagement to create innovative educational experiences that connect students with the Museum's collections, exhibitions, stories and research.
- Manage project planning, implementation and evaluation, coordinating workflows, timelines, budgets and stakeholder relationships to deliver high-quality outcomes within agreed timeframes.

- Build productive relationships with internal and external stakeholders, including educators, curriculum specialists, subject matter experts, cultural institutions and community partners, to inform and strengthen project outcomes.
- Research, write and develop educational materials and digital content that align with national curriculum priorities, support diverse learning needs and enhance engagement with Museum audiences.
- Monitor, evaluate and continuously improve education projects and resources, using audience feedback, data and evidence-based practice to inform future development and maximise impact.
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum's WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011.

Eligibility

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

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

The National Museum of Australia is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

RecruitAbility applies to this vacancy. Under RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position.

The Museum is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

Notes

Applicants must include a 2 page pitch addressing their suitability for the role against the essential and desirable Skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Visit https://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm, Thursday 24 September 2026

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply. The National Museum of Australia is an equal employment opportunity workplace.

The National Museum of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

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

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Andrew Witty, 6208 5094
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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