



Australian Government

Commonwealth of Australia
APSJobs - Vacancies Daily
PS36 Daily Gazette Thursday - 07 September
2023.pdf

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APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS36 Weekly Gazette Thursday - 07 September 2023.pdf.

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

These Vacancies Daily will also appear in the Gazette PS36 Weekly Gazette Thursday - 07 September 2023.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

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Vacancies

Vacancy VN-0729594

Australian Competition and Consumer Commission

Closing Date: Wednesday 27 September 2023

Various
Various

Job Title	General Manager - various roles
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Hobart TAS, Perth WA, Sydney NSW, Townsville QLD
Salary	-
Classification	Senior Executive Service Band 1
Position Number	EA2023/184
Agency Website	https://www.accc.gov.au/

Job Description

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

The ACCC is looking for exceptional leaders to complete our senior executive management team. We are recruiting to fill a mix of newly created and existing General Manager positions:

- Consumer and Compliance Strategies
- Mobiles Transmission and Consumer
- Data and Intelligence
- Consumer Product Safety, Risk Assessment and Operations
- National Anti-Scam Centre

We are proud of the impact we can make together at the ACCC. 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 leading our teams and our agency.

Duties

In order to succeed as a leader in these roles, you will:

- have diversity of thought and experience, debate issues, challenge us and encourage delivery of innovative and resourceful solutions
- be collaborative and drive strategy across the branch and the agency and empower talented and dedicated people to work together on meaningful matters

- have outstanding stakeholder management skills, build trusting relationships, be accountable and deliver outcomes with dedicated teams who are inspired and encouraged by you
- have the experience and tenacity to thrive in the face of uncertainty and adapt well to changing and challenging demands
- be a trusted advisor, provide insightful strategic advice and recommendations and exercise effective judgement under pressure
- demonstrate impeccable communication skills and influence, initiate and lead change
- be a results driven professional, that provides technical expertise and is confident working in a high-volume environment.

At the ACCC, 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.

We will also establish a merit pool for future opportunities at the Senior Executive Level Band 1 classification. The merit pool may be used to fill other similar roles for up to 18 months from the date this vacancy is advertised.

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

For more information about each role, please see the Candidate Kit available on the ACCC Careers site.

Eligibility

How to apply: You will be asked to answer 2 behavioural questions and to submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum).

You will have relevant tertiary qualifications combined with at least 8-10 years post-qualifications experience in law, economics, public policy or related fields.

Successful applicants will undertake pre-employment screening checks, including a criminal history check, and will be subject to a six-month probation period if new to the APS, or have not yet completed their probation period elsewhere in the APS.

Successful applicants will also be required to obtain and maintain either a Baseline or a Negative Vetting Level 1 (Secret) level security clearance (depending on the role).

Notes

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

About the Australian 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	Tricia Searson or Karina Duffy, (02) 6232 2200
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0729467

Australian Electoral Commission

Closing Date: Sunday 24 September 2023

Enabling and Regulation Group
People Branch Employee Relations and Wellbeing

Job Title	HR Advisor, Employee Relations and Wellbeing
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$79,169 - \$86,763
Classification	APS Level 5
Position Number	2023-263 12567
Agency Website	https://www.aec.gov.au/

Job Description

<https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMyOTI0NzM4NTMzOTIh-MS9lZGI>

You will join a dynamic, high performing team in a fast-paced, changing and challenging environment. Reporting to the Assistant Director, Employee Relations and Performance, you will assist in the development and maintenance of the AEC's Enterprise Agreement, employment related Determinations and instruments, and for providing trusted, complex and sensitive advice on employment relations, conduct and performance matters. The team also undertakes Secretariat functions for the AEC National Consultative Forum.

Duties

The AEC is seeking dynamic, collaborative, self-motivated and results driven individuals at an APS 5 level to help us achieve the delivery of day-to-day activities within the Employee Relations and Performance team.

Utilising your expertise and knowledge in HR and employee relations fields, you will be required to engage in problem solving, ensuring compliance with legislative frameworks, developing Individual Flexibility Agreement Instruments, business cases and management of the broader framework.

Developing, reviewing and updating employment related policies, procedures, delegations and checklists and providing advice to

business areas to minimise risk and enhance capability.

We're looking for talented candidates who are excellent communicators, can manage multiple stakeholder relationships effectively, and deliver quality results within tight deadlines. Being in this role you must have strong attention to detail, analytical skills and the ability to contribute to business improvement strategies will be essential.

During an election, you will also need to be responsive and show professional resilience and personal drive to deal with the high demand and volume of work generated.

Duties include but are not limited to:

- Assisting in the administration of processes for new industrial strategies e.g., Enterprise Agreements and/or s24(1) Determinations.
- Managing the ER inbox by responding to simple and complex HR queries with accurate advice, in a timely manner and ensuring research is undertaken to provide advice based on evidence.
- Supporting the management and upkeep of HR policy, practices and procedures.
- Undertaking work that is complex and sensitive in nature, using discretion and sound judgement when providing advice on complex HR matters and handling personal information under limited direction.
- Secretariat responsibilities for the AEC National Consultative Forum including organising agendas, calendar invitations and minute taking.
- Supporting the broader Employee Relations and Wellbeing team during an electoral event.

To excel you'll have:

- Tertiary qualifications in HR and/or experience in an ER/IR employment related role including but not limited to assisting in the management of employment related industrial instruments and the formulation of employment related policies and procedures.
- Experience in applying sound judgement, knowledge and discretion in interpreting and applying legislation, policy, support, guidelines, and procedure to complex HR activities.
- The ability to support ad-hoc projects within the team and manage small aspects of the project, to enhance efficiency, productivity, and effectiveness of HR functions within the organisation. Experience in Enterprise Bargaining is highly desirable.
- Demonstrated resilience including remaining positive, persisting, and focusing on achieving results despite setbacks while working under pressure.
- Proficient written communication skills, including the ability to arrange information and evidence in a logical manner, summarise key details, and tailor messages for a variety of audiences.

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 Baseline security clearance required for this role.

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Gabriel Fattal, (02) 8201 4261
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMyOTI0NzM4NTMzO

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Vacancy VN-0729457

Australian Signals Directorate

Closing Date: Sunday 24 September 2023

Australian Signals Directorate
Chief Operating Officer Group People & Property

Job Title	ASD 4, 5, 6 Administration Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Perth WA
Salary	\$74,796 - \$102,719
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	ASD/08698/23
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

ASD is entering an exciting phase of growth, innovation and transformation. Our agency has committed to delivering [REDSPICE](#), which is the most significant single investment in the Australian Signals Directorate's 75 years.

ASD is recruiting for enthusiastic candidates with experience and skills in administration to fill vacancies across our organisation at the ASD4, ASD5 and ASD6 levels. We have a range of roles on offer in areas such as:

- administration and business support
- audit, compliance and risk
- contracts, finance and procurement
- executive and secretariat support
- human resources
- legal
- stakeholder and relationship management.

We are looking for talented people who are capable, dedicated, adaptable and resilient to bring their expertise to aid ASD in achieving our strategic, technical and operational objectives.

ASD employees engage in a range of interesting and dynamic roles providing administrative, advisory and strategic support to ASD. Working in ASD offers a unique opportunity to see how your work contributes to positive outcomes for ASD and the National Intelligence Community. If you think you've got what it takes to work with a leading government agency, we welcome your application.

About the Role

ASD4 Administration Officer

As an ASD4 Administration Officer you will play a vital role in your team's delivery of operational and business outcomes for ASD.

ASD4's are accountable for organising their own workload, making decisions within defined parameters relating to area of responsibility and seeking guidance when required. You will provide administrative support that is informed and directed by your knowledge and experience and may undertake some research and analysis activities.

You will share information, set work priorities and develop local processes. They may be required to communicate with, respond and provide advice to a range of stakeholders on administrative

issues and will be accountable to contribute towards ongoing self-improvement and professional development.

Some of the work you may be responsible for includes:

- Taking initiative to progress work to meet business objectives including managing competing priorities.
- Providing standard advice in relation to queries on matters such as human resources, procurement, policy, financial, compliance, audit and risk matters.
- Liaising with stakeholders and partners to build good working relationships and providing a point of contact for assistance and general enquiries.
- Participating in research and assisting with the preparation of written papers and reports including briefs, minutes and other correspondence.
- Creating and updating standard operating procedures (SOPs)

ASD5 Administration Officer

As an ASD5 Administration Officer you will play a vital role in driving your team's delivery of operational and business outcomes for ASD.

ASD5's are accountable for making independent decisions relating to their area of responsibility and expertise. They interpret and provide advice based on policies, procedures and legislation. ASD5's also perform procedural, clerical, administrative and business support duties to achieve results within set timeframes and to an agreed standard.

ASD5's coordinate and contribute to team deliverables in alignment with work plans and guidelines and provide advice and assistance on methods of task completion to team members. They review and develop the quality of work undertaken by junior staff and identify opportunities for on-the-job training within a work unit. They also engage and communicate with stakeholders to identify, respond and provide advice on issues.

ASD5's are also accountable for contributing towards ongoing self-improvement and professional development.

Some of the work you may be responsible for includes:

- Working to agreed priorities and outcomes in order to meet business objectives for ASD.
- Providing tailored guidance in relation to operational, procedural, administrative and business support related enquiries and apply the skills, knowledge and experience necessary to provide advice and services.
- Consolidating, coordinating and analysing information to assist with the preparation of written submissions, briefs, reports, minutes and other correspondence for ASD.
- Building and sustaining relationships with team members, stakeholders, and actively participate in team work and group activities.
- Working collaboratively and operate as an effective team member and provide constructive feedback.

ASD6 Administration Officer / Administration Team Leader

As an ASD6 Administration Officer or Administration Team Leader you will play a vital role in leading others and delivering operational and business outcomes for ASD.

ASD6's work independently and autonomously. They are accountable for the achievement of work

outcomes and exercise both initiative and judgement and provide detailed administration and professional advice. They may contribute to strategic planning, program and project management and policy development.

ASD6's set work priorities, manage workflows and build team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit. They may exercise people and financial responsibilities.

ASD6's have a considerable level of stakeholder engagement and can identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit outcomes.

ASD6's are also accountable for contributing towards ongoing self-improvement and professional development.

Some of the work you may be responsible for includes:

- Allocating work, resources and tasking including setting team priorities, developing strategies and evaluating business outcomes.
- Ensuring completion of individual and team tasking within agreed timeframes and to the expected standards.
- Sharing your own expertise to guide and mentor less experienced staff.
- Provide detailed administration and professional advice for procedural, operational, administrative and business support activities.
- Engage and negotiate with stakeholders on complex issues to achieve business outcomes.
- Work collaboratively, build and sustain effective relationships and provide constructive feedback.
- Identify and resolve problems including implementing alternative courses of action as necessary.
- Research, develop and implement procedural, operational, administrative and business support documentation

Duties

We are seeking applicants from a diverse range of backgrounds, interests and experience, who are customer-focused and results-driven. We value diverse experience and backgrounds and will provide successful applicants with on the job and formal training.

As the ideal candidate you will:

- Possess excellent communication, interpersonal and customer service skills.
- Have the ability to develop good working relationships internally and externally.
- Exercise sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy.
- Have attention to detail, with the ability to take responsibility for accurate completion of work.
- Understand and analyse data, contributing to organisational strategy.
- Possess strong organisation skills with the ability to plan, adapt, respond and manage your workload in a fast paced environment.
- Resolve issues as they arise and seek guidance when required. Demonstration of applying legislation and policy to operational and governmental compliance contexts would be highly regarded.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. **Eligibility**

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

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

preferred medical provider.

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

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

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

Notes

Desirable Qualifications, Experience or Training

The following skills and experience are highly desirable, but not mandatory:

- Familiarity or previous experience working within the National Intelligence Community
- Qualifications in administration, business or a corporate specialty: Legal Service, Risk Management, General Administration, Project Management, Records Management, Government Investigations
- Brief Writing
- Policy Development
- Workplace Training and Development

Some available positions may allow candidates to hold the position title of a Legal Officer. For candidates to be considered for the position of a Legal Officer, they must meet the following mandatory requirements:

- Hold a degree in law (or equivalent).
- Hold a graduate diploma in legal practice (or equivalent).
- Be admitted as a lawyer, legal practitioner, barrister, solicitor or barrister and solicitor of the High Court or Supreme Court of an Australian State or Territory.
- Be eligible to hold and maintain a practicing certificate in the state/territory in which you are located.

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

About the Australian Signals Directorate

To Apply

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

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

Vacancy VN-0729573

Australian Signals Directorate

Closing Date: Wednesday 20 September 2023

Capability & Transformation Group
Enterprise Technology

Job Title	ASD6 & EL1 Stakeholder Engagement Managers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$89,921 - \$128,194
Classification	APS Level 6; Executive Level 1
Position Number	ASD/08594/23
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

ASD is entering an exciting phase of growth, innovation and transformation. Our agency has committed to delivering [REDSPICE](#), which is the most significant single investment in the Australian Signals Directorate's 75 years.

These roles will be part of teams that will;

- Deliver new capability under the REDSPICE program
- Deliver ASD's major capability programs and
- Enhancing and modernising existing capabilities

About the Role

The Australian Signals Directorate (ASD) is seeking multiple suitable candidates as Stakeholder Engagement Officers and Managers for Capability and Transformation Group.

Positions are being sought specifically in the Enterprise Technology Systems Program Office (ETSPO) within the Enterprise Technology Division, and the Operational Engineering (OE) Branch within Mission Capability.

Whilst ETSPO is responsible for managing projects and delivering to customers external to ASD, OE Branch is responsible for developing leading-edge capabilities to support enterprise mission needs and cyber outcomes. These consist of a combination of:

- Delivery of new capability under the REDSPICE program,
- Enhancing and modernising existing capabilities.

ASD recognises and values working with its diverse internal and external stakeholders and customers, as well as the importance of developing appropriate engagement activities to support ASD's objectives. Within each project there will be varying levels of interest, impact, needs, concerns, values, wants, ideas, perceptions, bias and influence. ASD respects the diversity of stakeholder views, and encourages dialogue to understand the stakeholder's perspectives.

Specifically, the Stakeholder Engagement Manager (EL1) will actively manage key stakeholder relationships and the role will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes. **Duties**

Our Ideal Candidate

Our ideal candidate will work closely with Project Directors, Project Managers and Project Support Officers as well as REDSPICE initiative leads.

You will lead and take responsibility for a combination of the following tasks:

- Coordinating and chairing monthly meetings with key stakeholders
- Discussing customers' requirements and managing expectations regarding time-frames for deliverables.
- Coordinating engagement between relevant areas of ASD
- Supporting the delivery of technologies.

The successful applicant will be able to coordinate stakeholders from across Groups and functional areas, and engage and build relationships with both technical and business lead staff.

Although a technical background is not required, the applicant must be comfortable working in a technical environment.

The successful applicants will be able to:

- Apply their communication and engagements skills to a variety of capability and technology programs.
- Appreciate the strategic and national security implications of their work.
- Write and communicate effectively, with a focus on conveying information to our key stakeholders.
- Priorities competing tasks and manage their time appropriately.
- Plan short-to-medium term objectives, working towards achieving long-term goals.
- Work collaboratively with in a multi-skilled team.

Eligibility

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

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

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

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

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

Notes

Mandatory or Desirable qualifications:

The position requires an experienced individual with:

- Good verbal and written communication skills
- The ability to appropriately manage escalation requests and work with stakeholders to resolve issues
- The ability to provide metrics and performance reports to senior management
- Sound judgement, good record-keeping and organisational skills
- A genuine enthusiasm for stakeholder engagement
- Creativity and the ability to adapt quickly in a fast paced environment.

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0729631

Australian Sports Commission

Closing Date: Thursday 14 September 2023

Diversity, People and Culture
Sport Learning

Job Title	Onboarding Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$115,540 - \$136,336
Classification	Executive Level 1
Position Number	JN2009
Agency Website	https://www.sportaus.gov.au/

Job Description

<https://careers.ausport.gov.au/current-vacancies/>

Duties

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

Are you up for the challenge?

About the team – the Sport Learning team is responsible for the Australian Sport Learning Centre (Learning Centre) growth and delivery internally and externally. The Learning Centre delivers sector-wide learning and development outcomes by centralising and syndicating learning activities, including Learning Management Solution (LMS) and online learning content. Recognised National Sport Organisations (NSOs/NSODs) can join the Learning Centre as subtenants, creating a fully branded one stop shop for all learning, including online and face to face activities. We exist to develop a thriving and sustainable learning and development culture, enabling the ASC, including AIS, and NSOs/NSODs to bring their best possible learning and development experiences to life. We use technology to create a strong value proposition and efficiencies through scalable and repeatable solutions that deliver relevant products and services that make a positive and strategic impact to Australian sport.

Teamwork is incredibly important to us, and we thrive on delivering outcomes that make a difference and leave a positive legacy.

About the role – we are looking for a motivated leader with excellent attention to detail and experience delivering high level quality technical solution projects, support and training. You should be a skilled team leader and a strong communicator and manager of both internal and external stakeholders.

About you – we are looking for an experienced LMS or online solution leader, with excellent interpersonal and communication attributes, alongside strong capabilities in multi-tasking, delivery, training and support.

- Tertiary qualifications in Business or Information Technology, or demonstrated five plus years relevant technical experience in ICT or web projects
- Demonstrated experience in the domain of Learning Management Systems or learning and development projects.
- Proven experience in ICT solution change and transition processes, including risk and issue assessment and data migration principles.
- Proven experience managing a support function and team, including training activities
- Demonstrated excellence in communication skills (including interpersonal, negotiation, influencing and representation) and a proven ability to build and maintain effective relationships both internally and externally with a diverse range of stakeholders.
- Significant demonstrated experience providing high level project management and leadership to support to diverse teams delivering complex projects.
- Strong attention to detail and high level organisation skills with proven ability to operate autonomously and multi-task in a dynamic, fast paced environment.

This position is offered as an **ONGOING** position.

Why work with us?

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

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

Additionally, our Canberra campus offers:

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

Eligibility

To be eligible for employment with the Australian Sports Commission, it is preferred that applicants are Australian citizens or permanent residents of Australia. As part of the Commonwealth Child Safety Framework the ASC is committed to being a Child Safe Organisation and leading the way in Child Safety across the sports sector. This position requires a Working with Vulnerable/Children People check to obtain employment.

Notes

The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.

Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.

The ASC operates under the [Australian Sports Commission Act 1989](#) and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.

If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

About the Australian Sports Commission

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

To Apply

Position Contact	Barb Vegh, 0409 777 799
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0729673

Defence Housing Australia

Closing Date: Thursday 21 September 2023

Service Delivery Support
Human Resources HR Operations

Job Title	Human Resources Advisor
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$85,366 - \$92,763
Classification	APS Level 5
Position Number	493140
Agency Website	https://www.dha.gov.au/

Job Description

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

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

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

The Human Resources team works with a broad cross section of stakeholders both within DHA and externally. Your responsibilities will include the further development of these relationships and

advocating on HR and people matters and initiatives. As a HR professional you will bring a depth of experience and knowledge on HR matters along with a willingness to grow the team and your own capability, reputation and success. The work environment is dynamic, with a number of projects and activities being undertaken at the same time. **Duties**

You will be a trusted, proactive HR advisor with a focus on creating a customer-service experience when providing advice to the business on a range of HR related activities.

For this role, we will consider how well you:

- Work as part of a small team under limited supervision to manage multiple tasks and varying priorities, including the delivery of high-quality work within agreed deadlines.
- Provide sound advice on employee relation matters, varying in complexity, including recruitment, DHA's Enterprise Agreement, and various HR policies.
- Use judgement and discretion when interpreting and applying relevant legislation, policy frameworks, best practice principles and organisational procedures to provide robust solutions to enquiries.
- Assist in the review and development of DHA policies and procedures to ensure compliance with relevant legislation and continuous improvement in response to emerging issues.
- Proactively build strong productive relationships with various internal and external stakeholders through a customer-service experience, which includes well written considered responses to queries.

Eligibility

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

Notes

This is a full-time position. DHA's core business hours are between 8.30am and 5.00pm Monday to Friday. DHA operates under flexible working hours and staff may be required to work outside core business hours at times. This role may occasionally require interstate travel for short periods.

DHA workplaces are designed to create a vibrant and safe environment which fosters integrity, teamwork, support and community. We take pride in our ability to offer attractive employment conditions, which include:

- a sustainable flexible approach to working arrangements
- inclusive and generous leave entitlements
- a national network, including offices in every state and major city
- competitive remuneration packages (plus 15.4% superannuation)
- performance development, learning and career progression opportunities.

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	Allan Freedman, 02 6217 8529
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0729620

Department of the Treasury

Closing Date: Thursday 21 September 2023

Australian Small Business and Family Enterprise Ombudsman

Job Title	Policy Analysts
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$83,596 - \$88,949
Classification	APS Level 5
Position Number	75-2023
Agency Website	www.treasury.gov.au

Job Description

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

We are recruiting for a Policy Analyst (APS level 5) position in our Policy and Advocacy Team to undertake research and contribute to the development of evidence-based policy reforms across a broad range of complex issues.

Duties

The mission of the Australian Small Business and Family Enterprise Ombudsman (ASBFEO) is to contribute to Australia being the best place to start, grow and transform a small business and family enterprise.

Our Assistance team helps small businesses and family enterprises to resolve disputes involving other businesses or Commonwealth Government agencies and avoid costly formal legal avenues. We provide:

- information about dispute resolution options
- access to mediation
- alternative dispute resolution processes under the Franchising, Horticulture, Dairy and Oil Codes of Conduct
- assistance with disputes with the Australian Taxation Office.

Our Advocacy team works to ensure that the needs of small and family businesses are considered by ministers, governments, regulators and decision makers to improve policies, programs and approaches.

We do this by providing recommendations, insights and data analysis, while also conducting research, undertaking inquiries and commenting on legislation.

About the Role

We are recruiting for a Policy Analyst (APS level 5) position in our Policy and Advocacy Team to undertake research and contribute to the development of evidence based policy reforms across a broad range of complex issues.

For this role, we are seeking collaborative and highly motivated individuals to anticipate and analyse policy issues affecting small and family businesses, understand government and stakeholder concerns.

Activities

- working within a diverse team to provide high level research, analysis and advice in relation to policies and legislation affecting small businesses and family enterprises
- develop objectives for short-term tasks and support the development and delivery of strategic priorities
- develop and draft reports, briefs, submissions and other correspondence on matters impacting small businesses
- demonstrate and develop an understanding of the challenges facing small and family businesses
- participating in stakeholder consultations both internal and external.

Skills required

- ability to interpret and apply legislation to identify and analyse policy issues and consult with stakeholders to inform evidence-based policy proposals
- ability to develop productive working relationships with colleagues and external stakeholders
- ability to work flexibly and responsively on multiple tasks concurrently
- team-orientated, coupled with personal drive and integrity
- ability to exercise judgment, identifying risks and uncertainties and accounting for these in planning and prioritising tasks

Desirable qualifications and experience

- demonstrated research and analytical skills to support evidence-based policy advice
- an understanding of legislative frameworks or implementation of government policy
- stakeholder engagement skills, and an understanding of the small business stakeholder landscape
- demonstrated experience writing for a range of audiences in a professional context
- tertiary qualification(s) or work experience in a relevant field, including but not limited to economics, law, commerce, finance and public policy
- experience or deep understanding of the opportunities and challenges faced by small and family business

- an understanding of the role and independence of the Ombudsman, and the position and function of the agency within Treasury, other government agencies and the broader small and family business sector.

Eligibility

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

Notes

A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 18 months from the date advertised.

Non-ongoing opportunities may be offered for a specified term for an initial period of up to 12 to 18 months (determined by business requirements), with the possibility of extension up to three years.

For further information about this opportunity and the application process please select the **Apply now** button and refer to the **Position Description**.

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

About the Department of the Treasury

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

To Apply

Position Contact	Sarah Blyton, 02 6213 7442
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0729582

Indigenous Business Australia

Closing Date: Thursday 21 September 2023

People & External Relations

Job Title	Change Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$146,074 - \$171,151
Classification	
Position Number	7028
Agency Website	www.iba.gov.au

Job Description

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

Reporting to the Senior Manager of People Performance & Culture, the position will be accountable for the change management initiatives of various size and complexity, through the delivery lifecycle, from concept into transition to operations, in line with IBA's methods and procedures.

Your role is pivotal in driving change and transformation. You will be accountable for managing initiatives of various sizes and complexities, ensuring they progress smoothly from concept to operational integration, following IBA's methods and procedures.

The Change Manager will oversee both technically managed changes and business-initiated changes focused on people and process improvements. With your expertise in change management, you will contribute to optimising operations, systems, and processes, making a meaningful impact on Indigenous businesses and communities.

The Change Manager will foster a culture of change, innovation, and continuous improvement at IBA, empowering Aboriginal and Torres Strait Islander people to seize opportunities and achieve their potential.

Duties

Duties include, but are not limited to:

- Developing and executing change management strategy and plans for projects and/or change initiatives.
- Completing change impact assessments of planned organisational change.
- Identifying risks and developing risk mitigation tactics.
- Identifying and managing anticipated resistance to change.
- Leading change management work streams with a structured methodology / process.
- Supporting development of communications relevant to change initiatives.
- Providing coaching and training to employees at all levels.
- Providing reporting and other updates to management and project teams.
- Ownership of overall Change Management process leading to achievement of organisation outcomes and benefits.
- Build and develop effective working relationships with internal and external stakeholders, service providers and suppliers.

- Facilitation of the Process design workshops.
- Coaching team members to uplift the team Way of Working.
- Stakeholder analysis and management.
- Defining success metrics and measuring performance against these.
- Other duties as required.

Key Stakeholders and relationship of the role

- Internal Stakeholders (Executive Directors, Senior Managers, Team Leaders, Staff members).
- Project members (Project Managers, Product Owners, Process & Business Analysts, Architects).
- IT department (Application, IT Service Management, Integration, Security team).
- External Vendor teams.

Eligibility

Qualification

- Tertiary qualification in Business and or Human Resource Management.
- Change management certification or designation desirable; PROSCI.
- Accreditation in team/behavioral profiling (desirable).
- Certification in process design desirable; Six Sigma.

Notes

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

About the Indigenous Business Australia

About Us Our vision is for a nation in which Aboriginal and Torres Strait Islander people are economically independent and an integral part of the economy. IBA was created to assist and enhance the economic development opportunities of Aboriginal and Torres Strait Islander people across Australia. IBA serves, partners and invests with Aboriginal and Torres Strait Islander people who want to own their future. We go further than provide money; we invest in people, places and ideas that can't wait. We help make them real. We're deeply invested in the financial success and economic independence of Indigenous Australians. It's why we exist. We can Help you own your own home. Loans and financial services – affordable, simple and personalised. So you can take ownership of your home and your future. Help you start or grow a business. Business Finance and partnerships – from big ideas through to making them happen, we can provide the right mix of products, services, advice, networks and capability. Help you invest in your future. Focused on making a strong, positive impact with a portfolio that provides responsible financial returns and a whole lot more for communities and our partners.

To Apply

Position Contact	Jillian Campbell, 07 3308 8322
Agency Recruitment Site	https://iba.gov.au/careers/

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Vacancy VN-0729671

Murray-Darling Basin Authority

Closing Date: Wednesday 20 September 2023

Various
Various

Job Title	Executive Assistants
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Griffith NSW, Mildura VIC, Goondiwindi QLD, Murray Bridge SA, Wodonga VIC
Salary	\$74,294 - \$80,711
Classification	APS Level 4
Position Number	Various
Agency Website	

Job Description

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

Join us to shape the future of one of Australia's greatest natural assets and protect it for future generations.

We are seeking people who want to contribute to a significant water reform program that aims to respond to the impacts of climate change, support community and industry needs, and improve access to water for First Nations people.

The Murray-Darling Basin Authority (MDBA) is an independent government agency which, in partnership with Basin governments, manages the Murray–Darling Basin's water resources in the national interest. With the enactment of the *Water Act 2007*, the MDBA was established as an independent expertise-based statutory agency.

The MDBA aims to achieve a healthy working Basin for the benefit of all Australians. The Murray–Darling Basin contains a rich diversity of natural environments that are unique in Australia and the world. The Basin is also crucial to Australia's economy and home to 2.3 million Australians, including people from over 40 First Nations. How we manage the Basin as a whole connected system, manage our water carefully, and protect it for future generations is set out in the [Murray-Darling Basin Plan](#)

Duties

The Position

Our Executive Assistants at the APS 4 classification provide support to up to 2 executives within the MDBA and are trusted with complex duties and sensitive information. Executive Assistants generally ensure the smooth-running of the office, working closely with their executive and Executive Officer and on a broader scale with internal and external clients and stakeholders.

Your key responsibilities in this role are to:

- Provide executive assistant support and general office management to the General Managers' Office, working collaboratively with the relevant Portfolio teams and support, on occasion, the Executive Director's Office
- Be the first point of contact for enquiries, both internal and external stakeholders and emails as required.
- Undertake the pro-active management of a busy calendar, schedule meetings and oversee the efficient management of enquiries and requests received in the Office.
- Organise and prepare for meetings, including collation and dissemination of materials as required
- Manage travel requirements covering all arrangements including bookings
- Co-ordinate timely management of correspondence received into the Programs and co-ordinate clearance of papers for various Committee meetings and other clearance processes on behalf of the General Managers
- Other additional and/or alternative duties as assigned from time to time

Eligibility

To be eligible for a position, you must be:

- an Australian citizen
- be willing to obtain, or currently possess a baseline security clearance
- satisfy all other MDBA engagement requirements, including health and character clearance.

We value diversity in gender, backgrounds, culture and experience of our employees and we are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications who are First Nations, come from a diverse cultural or linguistic background or have a disability are encouraged to apply. We aim to ensure that all applicants are treated fairly and that they have equal access to job opportunities.

Notes

Why work for us?

- Do a variety of interesting and challenging work, be encouraged to try new things.
- Be part of a smaller agency with a strong focus on its connection with people.
- Be part of a professional, committed, and friendly team of people.
- Enjoy opportunities for professional development, and career progression across a variety of roles and work locations.
- Enjoy a work-life balance that works for you, with access to flexible work arrangements.
- Competitive remuneration packages, including up to 15.4% superannuation, and recognition of prior APS government service.
- A range of healthy lifestyle provisions, including access to a health and wellbeing program.
- Non-attendance days between Christmas and New Year provided, in addition to annual leave provisions.
- Generous leave provisions, and flexibility in hours of work.

- Competitive working away from the office (WAFO) arrangements which allow greater flexibility and balance between work and personal needs with a baseline attendance in the office to be 40% of your time.

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

About the Murray-Darling Basin Authority

To Apply

Position Contact	Rhonda Wolens, 02 6279 0470
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0729674

Murray-Darling Basin Authority

Closing Date: Wednesday 20 September 2023

Various
Various

Job Title	Executive Assistants
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Griffith NSW, Goondiwindi QLD, Mildura VIC, Murray Bridge SA, Wodonga VIC
Salary	\$83,418 - \$91,807
Classification	APS Level 5
Position Number	Various
Agency Website	

Job Description

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

Join us to shape the future of one of Australia's greatest natural assets and protect it for future generations.

We are seeking people who want to contribute to a significant water reform program that aims to respond to the impacts of climate change, support community and industry needs, and improve access to water for First Nations people.

The Murray-Darling Basin Authority (MDBA) is an independent government agency which, in partnership with Basin governments, manages the Murray-Darling Basin's water resources in the national interest. With the enactment of the Water Act 2007, the MDBA was established as an independent expertise-based statutory agency.

The MDBA aims to achieve a healthy working Basin for the benefit of all Australians. The Murray-Darling Basin contains a rich diversity of natural environments that are unique in Australia and the world. The Basin is also crucial to Australia's economy and home to 2.3 million Australians, including people from over 40 First Nations. How we manage the Basin as a whole connected system, manage our water carefully, and protect it for future generations is set out in the Murray-Darling Basin Plan.

Duties

The Position

Our Executive Assistants at the APS 5 classification provide support to up to 2 high-level executives within the MDBA and are trusted with complex duties and sensitive information. Executive Assistants generally ensure the smooth-running of the office, working closely with their Executive and an Executive Officer, and on a broader scale with internal and external clients and stakeholders.

Your key responsibilities in this role are to:

- Work closely with the Portfolio's Executive Officer in providing administrative and coordination support
- Act as the point of contact between the executives and internal or external stakeholders.
- Monitor and track incoming information to ensure correspondence is triaged and actioned accordingly
- Coordinate agenda's, correspondence, talking points, briefs, and other communications
- Liaise with stakeholders and assist with the resolution of policy, project or operational issues, responding to their needs and expectations as required
- Assist with development of reports and presentations to support executive.
- Maintain the current filing and database system, and looking for ways to improve current systems
- Work with the broader Executive Assistant cohort to improve the flow of information and efficiency of the MDBA
- Proactively assist and pre-empt the priorities for your Executive.

Eligibility

To be eligible for a position, you must be:

- an Australian citizen
- be willing to obtain, or currently possess a baseline security clearance
- satisfy all other MDBA engagement requirements, including health and character clearance.

We value diversity in gender, backgrounds, culture and experience of our employees and we are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications who are First Nations, come from a diverse cultural or linguistic background or have a disability are encouraged to apply. We aim to ensure that all applicants are treated fairly and that they have equal access to job opportunities.

Notes

Why work for us?

- Do a variety of interesting and challenging work, be encouraged to try new things.
- Be part of a smaller agency with a strong focus on its connection with people.
- Be part of a professional, committed, and friendly team of people.
- Enjoy opportunities for professional development, and career progression across a variety of roles and work locations.
- Enjoy a work-life balance that works for you, with access to flexible work arrangements.
- Competitive remuneration packages, including up to 15.4% superannuation, and recognition of prior APS government service.
- A range of healthy lifestyle provisions, including access to a health and wellbeing program.
- Non-attendance days between Christmas and New Year provided, in addition to annual leave provisions.
- Generous leave provisions, and flexibility in hours of work.
- Competitive working away from the office (WAFO) arrangements which allow greater flexibility and balance between work and personal needs with a baseline attendance in the office to be 40% of your time.

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

About the Murray-Darling Basin Authority

To Apply

Position Contact	Rhonda Wolens, 02 6279 0470
Agency Recruitment Site	https://www.mdba.gov.au/careers

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Vacancy VN-0729661

National Library of Australia

Closing Date: Sunday 24 September 2023

Digital
Development

Job Title	APS4 - Information Development Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$70,342 - \$75,954
Classification	APS Level 4
Position Number	104068
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/jobs-library>

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

Duties

The Library is seeking to fill an Information Officer, Development, APS4 role in the Development Section of the Digital Branch. We will create a merit pool to fill vacancies as they arise across the section.

As the Information Officer you will provide your expertise and knowledge for the delivery of activities that support the ongoing maintenance and enhancement of web based digital library systems. You will also support other functions in the Section and Branch. You will:

- Undertake day to day software development activities.
- Assist with planning and prioritisation of development work.
- Collaborate and combine knowledge with Senior Developers to develop approaches for solving software maintenance and enhancement tasks.
- Undertake software programming.

You will have a sound general knowledge and technical expertise regarding a range of issues and work across a broad range of activities that potentially relate to the work of different program areas and stakeholders. As a result, you will need to effectively manage competing allocated priorities supporting:

- Operational, business and project teams to maintain, fix and enhance web-based library systems.
- Business owners and development teams to provide software development advice.

You will liaise with internal and external stakeholders and support internal and external networks on operational and administrative matters. **Eligibility**

Mandatory / desirable qualifications or skills as listed in the role statement.

Notes

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ 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>

About the National Library of Australia

To Apply

Position Contact	Aaron Muller, 02 6262 1189
Agency Recruitment Site	https://www.nla.gov.au/about-us/jobs-library

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Vacancy VN-0729668

National Library of Australia

Closing Date: Sunday 24 September 2023

Office of the Director-General
Philanthropy

Job Title	APS6 - Philanthropy Research and Information Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$88,349 - \$97,287
Classification	APS Level 6
Position Number	106003
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/jobs-library>

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 **Philanthropy Research and Information Manager (APS6)** undertakes complex research and must be able to work under limited direction. You will inform the activities of the Library's Treasured Voices campaign by gathering, analysing and documenting internal and publicly available information to identify prospective donors, inform cultivation strategies, and determine ask areas and amounts; and they manage the Library's Raiser's Edge database as an information resource for the Treasured Voices campaign.

The Library plays a vital role in safekeeping and providing access to Australian content, collections and cultural heritage.

The work of the successful candidate feeds directly into the success of the National Library's fundraising success. Which means you can see the impact of the work you do.

The position sits inside the Office of the Director-General, which means you get face to face exposure with the Director-General of the National Library of Australia on a regular basis.

Eligibility

For experienced candidates we may consider flexible and remote working arrangements.

Mandatory experience

- Fundraising experience at a non-profit organisation.
- Experience in managing Raiser's Edge or a similar fundraising platform.
- Previous experience in prospect research.

Desirable experience

- Qualifications in business, arts, humanities, or a related discipline, or equivalent knowledge and skills.

Notes

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

A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at the Library.

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

About the National Library of Australia

To Apply

Position Contact	Dr Conor McCarthy, 02 6262 1089
Agency Recruitment Site	https://www.nla.gov.au/about-us/jobs-library

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Vacancy VN-0729670

National Library of Australia

Closing Date: Sunday 24 September 2023

Engagement
Reader Services Collection Retrieval and Delivery

Job Title	APS2 - Library Assistant, Collection Retrieval and Delivery
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$55,307 - \$62,706
Classification	APS Level 2
Position Number	102006
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/jobs-library>

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 work collaboratively with your team to shape the Library's future.

Duties

The National Library of Australia is seeking to fill the ongoing vacancy of **Library Assistant, Collection Retrieval and Delivery (APS2)**.

The Collection Retrieval and Delivery Team manages the safe movement of Library collection material across the Library building in Canberra, as well as the secure storage of this collection material when not in use.

As a member of this important team, you will retrieve and return material requested for use in the Library's reading rooms, supporting readers and researchers as well the Library's own work projects for public engagement and resource sharing.

You will also help maintain the physical collections, undertake shelf checks and collection audits, and work amongst kilometres worth of books, magazines, pamphlets, music, pictures and newspapers. The role is a physically active one, guided by strong Work Health & Safety requirements to carry out a variety of physical tasks such as a moderate amount of walking, bending, pivoting, lifting up to 10kg and pushing trolleys.

Eligibility

You will work with our motorised and static compactus systems, Booklift, and new Library Management System as you develop a deep understanding of the diversity of the Library's historic collections.

We are a welcoming, hard-working team with a great customer focused work ethic. We work closely with the rest of the Reader Services Section to champion collection discovery and access so you will collaborate closely with your colleagues to meet delivery

timeframes as per the Library’s Service Charter, identify and escalate issues and support reader and visitor engagement.

You will assist to maintain positive working relationships between the Collection Retrieval and Delivery Team and other parts of the Section, Branch and wider Library and visitors to the Library. You will promote a healthy and safe working environment, modelling and promoting ethical behaviour and practise consistent with APS code of conduct and APS values.

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.

A merit pool may be established from this recruitment 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>

About the National Library of Australia

To Apply

Position Contact	Judith Roga, 02 6262 1542
Agency Recruitment Site	https://www.nla.gov.au/about-us/jobs-library

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Agriculture, Water and the Environment

Vacancy VN-0729659

Australian Pesticides and Veterinary Medicines
Authority

Closing Date:Wednesday 20 September 2023

Job Title	IT Support Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Armidale NSW
Salary	\$85,512 - \$93,944
Classification	APS Level 5
Position Number	01198
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

Are you a tech-savvy professional who takes pride in offering exceptional customer service and IT support? Are you passionate about providing high quality IT services and solutions? Join us in building high quality tech capability for a world-class chemical regulator.

The APVMA's ICT and Business Technology team is seeking applications for an IT Support Officer. The role will be responsible for delivering quality IT support services, incident management, and ensuring the efficient functioning of our IT systems.

The IT Support Officer is responsible for providing a high level of IT services to the APVMA. Given the diversity of staff location, the IT Support Officer will perform a mixture of in-person and remote assistance and work proactively to identify and resolve issues across the business.

Operating in a fast-paced work environment, you will remain responsive and adaptable to the changing needs of the organisation. They will maintain a strong focus on enhancing user satisfaction, and provide specialist on-site ICT support for APVMA's business operations, including asset management and deployment of hardware, assistance with system updates or new system rollouts, and user administration.

Duties

- Delivery of quality ICT support services to clients.
- Incident and Service Request Management.
- ICT Asset management.
- Coordination with Managed Service Providers.
- User Administration, including creation, deletion and modification of individual user accounts, email mailboxes utilising O365 administration.
- Deployment of Hardware, SOE, and approved software.
- Engaging with vendors and suppliers as required to coordinate procurement, warranty support, and maintenance services for hardware and software products.
- Assisting with the implementation of new or updated IT systems, business processes, software upgrades, and technology changes.
- Identifying opportunities for improving IT operational outcomes.

Eligibility

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

1. Ability to remain calm under pressure and respond constructively to difficult situations.
2. Knowledge and experience in the use of Microsoft Windows, Microsoft 365 and Active Directory.
3. Confidence and ability to work autonomously and effectively collaborate.
4. Proven ability to communicate effectively whilst responding to stakeholder needs and expectations.
5. Demonstrated experience in providing high level customer service with a strong focus on service delivery.

Notes

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

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Peter Moller, +61 2 6770 2416
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

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Agriculture, Water and the Environment

Vacancy VN-0729663

**Australian Pesticides and Veterinary Medicines
Authority**

Closing Date: Wednesday 20 September 2023

Job Title	IT Support Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$85,512 - \$93,944
Classification	APS Level 5
Position Number	01199
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

Are you a tech-savvy professional who takes pride in offering exceptional customer service and IT support? Are you passionate about providing high quality IT services and solutions? Join us in building high quality tech capability for a world-class chemical regulator.

The APVMA's ICT and Business Technology team is seeking applications for an IT Support Officer to join the APVMA for a period of 12 months. The role will be responsible for delivering quality IT support services, incident management, and ensuring the efficient functioning of our IT systems.

The IT Support Officer is responsible for providing a high level of IT services to the APVMA. Given the diversity of staff location, the IT Support Officer will perform a mixture of in-person and remote assistance and work proactively to identify and resolve issues across the business.

Operating in a fast-paced work environment, you will remain responsive and adaptable to the changing needs of the organisation. They will maintain a strong focus on enhancing user satisfaction, and provide specialist on-site ICT support for APVMA's business operations, including asset management and deployment of hardware, assistance with system updates or new system rollouts, and user administration.

Duties

- Delivery of quality ICT support services to clients.
- Incident and Service Request Management.
- ICT Asset management.
- Coordination with Managed Service Providers.
- User Administration, including creation, deletion and modification of individual user accounts, email mailboxes utilising O365 administration.
- Deployment of Hardware, SOE, and approved software.
- Engaging with vendors and suppliers as required to coordinate procurement, warranty support, and maintenance services for hardware and software products.
- Assisting with the implementation of new or updated IT systems, business processes, software upgrades, and technology changes.
- Identifying opportunities for improving IT operational outcomes.

Eligibility

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

1. Ability to remain calm under pressure and respond constructively to difficult situations.
2. Knowledge and experience in the use of Microsoft Windows, Microsoft 365 and Active Directory.

3. Confidence and ability to work autonomously and effectively collaborate.
4. Proven ability to communicate effectively whilst responding to stakeholder needs and expectations.
5. Demonstrated experience in providing high level customer service with a strong focus on service delivery.

Notes

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

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Peter Moller, +61 2 6770 2416
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

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Agriculture, Water and the Environment

Vacancy VN-0729629

Department of Agriculture, Fisheries and Forestry

Closing Date: Thursday 21 September 2023

People, Property and Security
People & Policy

Job Title	HR Advisor (APS4) - People Support
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$72,002 - \$78,386
Classification	APS Level 4
Position Number	2023/2726
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The People Support Team offers general HR advice on conditions of employment, along with specialised case management services for issues related to performance, probation, attendance, behaviour, entry level programs, early intervention and rehabilitation. The team's operating environment is driven by the needs of our business and its people, and whole-of-APS and department-specific HR policies and programs.

Duties

The Job

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

- providing timely support and advice to internal and external stakeholders on a range of HR related functions
- working as part of a team, and under the direction of a supervisor, contributing to the development and implementation of HR projects, policies, processes, guidance material and strategies, along with key business improvement activities, relating to the delivery of HR services
- drafting a range of written material, both routine and complex
- liaising with internal and external stakeholders and representing the branch at meetings as required
- adhering to records management policy and processes including maintaining data and spreadsheets.

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

Eligibility

What we are looking for

Knowledge and experience

Demonstrated experience in a government environment (or similar) with knowledge of government legislation, policies, procedures and systems, particularly related to human resources, is desirable but not essential.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0729656

Department of Agriculture, Fisheries and Forestry

Closing Date: Thursday 21 September 2023

People, Property and Security
People & Policy

Job Title	HR Advisor (APS4) - People Support (Affirmative Measure-First Nations)
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$72,002 - \$78,386
Classification	APS Level 4
Position Number	2023/2803
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The People Support Team offers general HR advice on conditions of employment, along with specialised case management

services for issues related to performance, probation, attendance, behaviour, entry level programs, early intervention and rehabilitation. The team's operating environment is driven by the needs of our business and its people, and whole-of-APS and department-specific HR policies and programs.

Duties

The Job

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

- providing timely support and advice to internal and external stakeholders on a range of HR related functions
- working as part of a team, and under the direction of a supervisor, contributing to the development and implementation of HR projects, policies, processes, guidance material and strategies, along with key business improvement activities, relating to the delivery of HR services
- drafting a range of written material, both routine and complex
- liaising with internal and external stakeholders and representing the branch at meetings as required
- adhering to records management policy and processes including maintaining data and spreadsheets.

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

Eligibility

What we are looking for

Knowledge and experience

Demonstrated experience in a government environment (or similar) with knowledge of government legislation, policies, procedures and systems, particularly related to human resources, is desirable but not essential.

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

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

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Department of Agriculture, Fisheries and Forestry

Closing Date: Thursday 21 September 2023

People, Property and Security
People & Policy

Job Title	HR Advisor (APS5) - People Support
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/2725
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The People Support Team offers general HR advice on conditions of employment, along with specialised case management services for issues related to performance, probation, attendance, behaviour, entry level programs, early intervention and rehabilitation. The team's operating environment is driven by the needs of our business and its people, and whole-of-APS and department-specific HR policies and programs.

Duties

The Jobs

Under general direction, your duties may include:

- providing timely support and advice to internal and external stakeholders on a range of HR related functions
- providing advice and interpretation of the enterprise agreement and supporting 24(1) and 24(3) Public Service Act determinations, as well as legislative and policy guidance to employees and managers on a range of employment matters via phone and email
- leading a small team of APS 4 staff, including allocating client enquiries and building their capability
- under the direction of a supervisor, contributing to the development and implementation of HR projects, policies, processes, guidance material and strategies, along with key business improvement activities, relating to the delivery of HR services
- preparing a range of written material, both routine and complex
- liaising with internal and external stakeholders and representing the branch at meetings as required
- contributing to continuous improvement activities within the team
- adhering to records management policy and processes including maintaining data and spreadsheets.

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

Eligibility

What we are looking for Knowledge and experience

- Demonstrated experience in a government environment (or similar) with knowledge of government legislation, policies, procedures and systems, particularly related to human resources.
- Experience using a Human Resource Management Information System such as Aurion is desirable but not essential.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Meagan Gormly, 02 8334 7634
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729672

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 21 September 2023

People, Property and Security
People & Policy

Job Title	HR Advisor (APS5) - People Support (Affirmative Measure-First Nations)
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/2808
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The People Support Team offers general HR advice on conditions of employment, along with specialised case management services for issues related to performance, probation, attendance, behaviour, entry level programs, early intervention and rehabilitation. The team's operating environment is driven by the needs of our business and its people, and whole-of-APS and department-specific HR policies and programs.

Duties

The Jobs

Under general direction, your duties may include:

- providing timely support and advice to internal and external stakeholders on a range of HR related functions
- providing advice and interpretation of the enterprise agreement and supporting 24(1) and 24(3) Public Service Act determinations, as well as legislative and policy guidance to employees and managers on a range of employment matters via phone and email
- leading a small team of APS 4 staff, including allocating client enquiries and building their capability
- under the direction of a supervisor, contributing to the development and implementation of HR projects, policies, processes, guidance material and strategies, along with key business improvement activities, relating to the delivery of HR services
- preparing a range of written material, both routine and complex
- liaising with internal and external stakeholders and representing the branch at meetings as required
- contributing to continuous improvement activities within the team
- adhering to records management policy and processes including maintaining data and spreadsheets.

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

Eligibility

What we are looking for

Knowledge and experience

- Demonstrated experience in a government environment (or similar) with knowledge of government legislation, policies, procedures and systems, particularly related to human resources.
- Experience using a Human Resource Management Information System such as Aurion is desirable but not essential.

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Meagan Gormly, 02 8334 7634
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729675

Department of Agriculture, Fisheries and Forestry

Closing Date: Thursday 21 September 2023

People, Property and Security
People & Policy

Job Title	Assistant Director - People Support
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$115,663 - \$124,403
Classification	Executive Level 1
Position Number	2023/2724
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The People Support Team offers general HR advice on conditions of employment, along with specialised case management services for issues related to performance, probation, attendance, behaviour, entry level programs, early intervention and rehabilitation. The team's operating environment is driven by the needs of our business and its people, and whole-of-APS and department-specific HR policies and programs.

Duties

The Job

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

- leading a multi-disciplinary team to ensure consistent technical and expert advice and interpretation of the enterprise agreement

and supporting 24(1) and 24(3) Public Service Act determinations, as well as legislative and policy guidance to employees and managers on a range of employment matters

- taking a flexible approach to developing and managing innovative case management solutions to complex people matters, in accordance with the APS employment framework and department policy
- leading the development and implementation of HR projects, policies, processes, guidance material and strategies, along with key business improvement activities, relating to the delivery of HR services
- developing and strengthening working relationships with a broad range of clients
- identifying continuous improvements in the way the team operates
- representing the team in various forums, facilitating information sessions and building stakeholder engagement.

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

Eligibility

What we are looking for

Knowledge and experience

- Extensive experience working within complex, high pressure operating environments and demonstrated high levels of resilience.
- Strong experience leading a service delivery team in a changing environment with a continuous improvement culture.
- Technical knowledge and application of performance, behaviour and code of conduct frameworks including early intervention and evidence-based approaches.
- Experience in a government environment (or similar) with knowledge of government legislation, policies, procedures and systems, particularly related to human resources.
- Proven experience with stakeholder engagement and relationship building across a diverse organisation.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Serena Solomon, 0466 467 574
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729677

Department of Agriculture, Fisheries and Forestry

Closing Date: Sunday 17 September 2023

People, Property and Security
People & Policy Workplace Relations and SES Unit

Job Title	Director - Workplace Relations & SES Unit (Affirmative Measure-First Nations)
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$136,118 - \$158,149
Classification	Executive Level 2
Position Number	2023/2813
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The Workplace Relations and SES Unit Section provides advice on the application of the department's employment framework. This includes the interpretation and application of the enterprise agreement and supporting 24(1) and 24(3) Public Service Act determinations, and a suite of HR policies that underpin these instruments. The SES Unit manages all SES related activities including recruitment activities, onboarding and internal movements as well as annual performance processes and talent management initiatives across the SES cohort. The unit also manages individual determinations applicable to the SES cohort and provides advice on the application of terms and conditions for the department's overseas counsellor network.

Duties

The Job

Key core duties for this vacancy include:

- leading a team that provides a broad range of support, systems and solutions through the analysis, development and implementation of HR strategies, frameworks, guidance and reporting materials
- leading reviews and/or projects that assess the interpretation and/or implementation of specific conditions of service or entitlements
- leading the development and/or implementation of HR policies, procedures and programs to achieve corporate objectives and contributing to the effective operation of the team, branch and division
- providing evidence-based advice and direction to managers and staff on HR policies and strategies
- engaging and working collaboratively with colleagues to achieve departmental people priorities and team goals, and building strong and effective partnerships with internal and external stakeholders
- leading a team that may include locally based and/or geographically dispersed staff.

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

Eligibility

What we are looking for

Knowledge and experience

- Previous experience negotiating an enterprise agreement in accordance with the requirements of the *Fair Work Act 2009* is highly desirable.
- Previous experience in workplace relations, industrial relations and/or human resources would be beneficial.
- Demonstrated experience supporting the implementation of enterprise bargaining processes and supporting policies.
- Experience leading and/or coordinating consultation activity in a large and diverse working environment.
- Demonstrated experience providing advice on the application of the employment framework, including applicable legislation and

government policies such as the *Public Service Act 1999*, *Fair Work Act 2009* and the applicable APSC Workplace Relations Policy.

- Demonstrated experience managing relationships with key departmental stakeholders (including supporting the SES Unit) and external stakeholders such as employee unions and statutory authorities.

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Emma Connell, 0481 901 129
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0729211

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

Closing Date: Wednesday 13 September 2023

Australian Antarctic
Assets & Technology Mechanical

Job Title	Maintenance Planner
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/3448
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=8E4614EA-C1D8-39AD-067D-D1F015A59B57>

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it
- protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard and McDonald Islands.

The Assets and Infrastructure Branch provides and maintains the equipment and infrastructure to support the Australian Antarctic Program. This ranges from maintenance of existing assets through to developing or procuring new assets and capability.

The Mechanical Section is a service-based group providing support to the Australian Antarctic Program through the provision of power generation, mobile plant and operational support. **Duties**

The Job

The Maintenance Planner will provide support to the Antarctic Infrastructure and Mechanical Sections by:

- Reviewing and update existing planned maintenance strategies in terms of task, frequency and risk to optimise use of labour and materials to ensure statutory compliance and safe and efficient operation.
- Assist the Kingston based Trade Supervisors to plan, schedule and execute annual maintenance plans to deliver compliant reliable and safe operation of all stations.
- Update and correct the Asset Register within the AAD's computerised maintenance management system. (Maximo)
- Assist in the development of plans to ensure all mandatory and regulatory maintenance is executed to the required level and within the nominated time frames. Plan and schedule specialist maintenance campaigns when required.
- Contribute to the establishment of new maintenance initiatives to improve availability, reliability and cost effectiveness of station operations.

- Assist in the development of Job instructions and Safety procedures for planned maintenance tasks.
- Develop Recommended Parts Listings (RPL's) for key infrastructure and equipment. Assist with any proposed integration of the CMMS with spare parts inventory management.
- Champion a culture of safety and continuous improvement.

Eligibility

What we are looking for **Knowledge and experience**

- Understand the fundamentals of maintenance strategies and condition monitoring techniques.
- Experience with CMMS (Computerised Maintenance Management Systems) such as Maximo.
- Experience managing worklist and coordinating/scheduling of task across various trade disciplines.
- Experience developing maintenance documentation and schedules for assets based on OEM manuals, best practices, regulatory standards and trade knowledge.
- Knowledge and experience of plant and equipment that is maintained across various trade disciplines.
- A good comprehension of safety standards to support trade-based activities.

Skills and capabilities

- Strong communication skills with the ability to effectively liaise with engineering and maintenance trades to develop and deliver maintenance planning activities.
- Strong understanding of Mechanical & Electrical maintenance concepts and requirements.
- Strong written skills for the development of technical job plans.
- Systematic approach to maintaining consistency across all aspects of CMMS and maintenance planning activities.
- Ability to continuously improve the maintenance planning approach and system as maintenance strategies evolve.

Please note that the successful applicant may be required to travel to the Antarctic and sub-Antarctic regions therefore they may be required to meet specific medical, adaptability and personal qualities requirements appropriate to working in those environments.

In order to undertake travel to the Antarctic & sub-Antarctic regions they will need to:

- demonstrate the range of personal qualities and interpersonal skills necessary to perform as a successful team member within isolated Antarctic and sub-Antarctic environments
- demonstrate an ability to effectively adapt and respond to the demands of living and working in an isolated and confined environment as determined by a psychological (adaptability) assessment
- be certified as fit for Antarctic service by the AAD's Polar Medicine Unit.

Desirable qualifications

- A trade qualification in a mechanical, electrical or building trade discipline is desirable.

Eligibility and other requirements

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

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

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

To Apply

Position Contact	Glenn Blackwell, 0427798482
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=8E4614EA-C1D8-39AD-067D-D1F015A59B57

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Agriculture, Water and the Environment

Vacancy VN-0729588

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

Closing Date:Wednesday 27 September 2023

Information and Communications Technology
ICT Operational Service & Infrastructure Networks & Security

Job Title	Director Networks and Security
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	\$136,118 - \$158,149
Classification	Executive Level 2
Position Number	2023/3504
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=0774DBD8-F7B2-265E-75A1-D20203B4ADA5>

Who we are

The ICT Services Division supports the Department of Climate Change, Energy, the Environment and Water in the delivery of business priorities by development, maintenance, testing and supporting the department's applications and systems, administration of ICT policy, frameworks, and practices and management and production of digital communication platforms and channels.

The ICT Operational Services and Infrastructure Branch is responsible for the delivery and support of ICT services across the department, portfolio agencies and to Ministers. Responsibilities include network security and support, the delivery, deployment and support of remote and field ICT and critical incident response.

The Networks & Security Section is responsible for ensuring the protection of the department's information, data, systems, networks and programs from malicious interference. Responsibilities include cyber policies and advice, monitoring, investigating and responding to cyber security issues and providing cyber security training for staff.

Duties

The Job

- provide strong strategic leadership, management, coordination, and direction to the section.
- setting the strategic direction and develop forward plans and implement operational strategies to improve the security posture of DCCEEW across ICT systems.
- Effectively identify and manage risks, apply sound judgement, develop innovative solutions and drive continuous improvement.
- Analyse information, prepare technical products and time sensitive reports.
- Lead with influence and integrity, driving a culture of high performance through providing technical support and monitoring.
- manage and deliver results within tight time constraints and with competing priorities.

Eligibility

What we are looking for

Knowledge and experience

- Significant experience in a senior cyber security role and directing the development and implementation of strategies, processes and controls.
- High level understanding of cyber security best practices and Australian Government security standards such as the Information Security Manual and Protective Security Policy Framework.
- Experience in leading and managing a team of IT professionals in a complex environment.

- Significant experience with incident response, threat intelligence and vulnerability management within an ICT environment.
- Expertise in cyber security and understanding of technologies and strategies to effectively detect, analyse, respond and contain sophisticated cyber-attacks.
- Proven experience in continuous improvement of processes, taking accountability for the performance and development of staff and guiding the culture of the team. Identify and address issues quickly.
- Strategically communicate complex technical information that is appropriate for a range of audiences.

Skills and capabilities

- proven ability to use expertise to provide critical and technical advice on a range of IT security related issues and emerging technologies.
- ability to establish clear plans and timeframes for project implementation and outline specific activities required.
- ability to respond in a positive and flexible manner to change and uncertainty.
- proven record and ability to build and sustain relationships with a network of key people internally and externally. Recognising shared agendas and work toward mutually beneficial outcomes.
- proven leadership skills, shaping and driving a culture of achievement and success, through a unified and cohesive team environment.
- confidently present messages in a clear, concise and articulate way, translating information for others, focusing on key points and using appropriate, unambiguous language.

Desirable qualifications

Academic, tertiary and/or professional qualifications in cyber security, Information Technology or similar

Eligibility and other requirements

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

Security Clearance - This position requires a **Negative Vetting Level 1** security clearance. You will be required to obtain and maintain a clearance at this level. **Notes**

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

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

To Apply

Position Contact	Vince Cosentino, 04 6677 0387
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=0774DBD8-F7B2-265E-75A1-D20203B4ADA5

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Agriculture, Water and the Environment

Vacancy VN-0729608

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

Closing Date: Wednesday 20 September 2023

Net Zero Industries Division
Several Several

Job Title	Senior Policy Officer and Policy Officer
Job Type	Full-Time, Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$78,548 - \$100,378
Classification	APS Level 5; APS Level 6
Position Number	2023/3375
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=E6BF84FD-87C8-FE6E-B631-D20204FCCFBD>

Who we are

The Net Zero Industries Division (NZID) advises the Minister and Assistant Minister for Climate Change and Energy on policies and programs that deliver on the Government's agenda to reduce emissions and adapt to climate change in Australia. We are responsible for a wide range of Government priorities, including:

- Australia's National Hydrogen Strategy
- the Safeguard Mechanism
- Carbon Leakage Review
- the Powering the Regions Fund.

We also provide regulatory certainty for carbon capture, utilisation and storage technology and

support the development of an offshore renewable energy industry. We work closely with DCCEEW's Net Zero Taskforce to deliver on the Government's legislated targets to reduce Australia's emissions by 43 per cent below 2005 levels by 2030 and achieving net zero by 2050.

We are looking for high performing APS5 and 6 policy officers to fill positions in the Hydrogen and Decarbonisation Initiatives Branches (see specific team descriptions below).

National Hydrogen Strategy (NHS) Review Taskforce - The NHS Review Taskforce is delivering a review and refresh of the 2019 National Hydrogen Strategy to enable Australia's emerging hydrogen industry is on track to be world leading and able to contribute to Australia's economy and emission reduction efforts. Joining the team will provide you with opportunities to directly engage with senior department staff, industry, States and Territories and external advisors, and provide support to both an interdepartmental steering committee and external advisory committee comprising senior industry leaders.

The Hydrogen Headstart team is responsible for the design and implementation of the \$2 billion Hydrogen Headstart program announced in the recent Budget, working closely with the Australian Renewable Energy Agency. Hydrogen Headstart will provide revenue support for large-scale renewable hydrogen projects through competitive hydrogen production contracts. By bridging commercial gaps, Hydrogen Headstart program will help to scale up Australia's renewable hydrogen industry.

The Powering the Regions Fund (PRF) Policy section provides policy advice and liaison for the PRF grant programs and industrial decarbonisation more broadly. The PRF is part of the Government's Powering Australia plan, supporting the Safeguard Mechanism by providing a financial incentive for industrial emitters to bring forward decarbonisation investments and adopt new technology.

The PRF focuses on industrial decarbonisation - the removal or reduction of emissions from energy-intensive industries, primarily through delivering clean energy for industrial consumption and abating emissions produced by industrial processes. We work closely with the PRF Implementation section, responsible for program delivery, as well as numerous other policy areas across DCCEEW and in other agencies supporting the Government's agenda to reduce emissions and adapt to climate change.

CCUS & Hydrogen Collaboration team is responsible for managing international engagement and relationships with a range of countries who are interested in collaboration with Australia on Carbon Capture Usage and Storage (CCUS) and Hydrogen matters. This team works across two branches in the division, the Hydrogen branch and the Decarbonisation Initiatives branch supporting international related activities.

The Domestic Carbon Capture Use and Storage (CCUS) Policy section is responsible for domestic policy, programs and industry engagement on CCUS. We are working to formulate a CCUS policy framework that aligns with Australia's net zero agenda. We are also delivering the Carbon Capture Technologies Program to support novel capture and utilisation technologies. The section works across government agencies and with regulators to streamline offshore CCS regulatory pathways while ensuring regulatory veracity. **Duties**

The Job

The successful applicants will undertake policy work as part of a small team, including activities such as:

- Leading the preparation of briefing materials on industrial decarbonisation and hydrogen and contributing to more strategic briefing materials as needed.
- Leading the preparation of Executive and Ministerial briefing and correspondence including Question Time and Senate Estimates Briefs, ministerial correspondence, from drafting to clearance and obtaining feedback.

- Liaising with relevant policy sections in DCCEEW and other Commonwealth agencies, building and maintaining working relationships with the joint aims of developing a comprehensive understanding of the connections between industrial decarbonisation, hydrogen and other policy objectives, and establishing a network of expertise to support strategic thinking about future policy development.
- Participating in external stakeholder engagement activities, including with industry and research sector entities.
- Managing incoming public queries, drafting or coordinating responses, sharing relevant information to support the work of the section or other colleagues, and keeping good records.
- Supporting the delivery of the PRF, hydrogen or CCUS programs by related implementation teams, engaging with stakeholders, preparing content ahead of announcements, participating in program reviews, and providing policy advice.
- Contributing to the team's responsibilities in relation to Cabinet submissions and Budget proposals, including review and feedback on items prepared by policy colleagues in DCCEEW and other departments, and drafting and coordinating items led by the team.

Further information about the specific behaviours at APS 5 and 6 levels are outlined in the Integrated Leadership System with further information outlined in the [work level standards](#). **Eligibility**

What we are looking for
Knowledge and experience

- Background and understanding of the Government's emissions reduction priorities, Australia's emissions-intensive industrial sectors, or willingness to develop this knowledge.
- Experience in policy development and policy liaison.
- Experience working with Cabinet and Budget processes will be valuable, along with experience liaising across Commonwealth agencies.
- Experience in an APS5 or APS6 policy role (acting or substantive) would be an advantage.

Skills and capabilities

- Confidently present messages in a clear, concise, and articulate manner.
- Gather and investigate information from diverse sources and explore new ideas and different viewpoints.
- Build and sustain positive relationships with team members, stakeholders, and clients.
- Working across sections on different work as required, seeking guidance and advice when required.
- Work effectively within a team and under limited supervision.

The Net Zero Industries Division has a hybrid on-site/remote working arrangement in line with the department's flexible work policy.

Desirable qualifications

Tertiary qualifications are desirable but not essential. Research and analysis skills are advantageous.

Eligibility and other requirements

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

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

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

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

To Apply

Position Contact	Alicia Tong, 02 5135 8585
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=E6BF84FD-87C8-FE6E-B631-D20204FCCFBD

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Agriculture, Water and the Environment

Vacancy VN-0729638

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

Closing Date: Sunday 24 September 2023

Environmental Permitting and Compliance
Wildlife, Waste and Environmental Permits Various

Job Title	Senior Project Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/3782
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=2642E897-D015-2201-D2DC-D20206AC1693>

Who we are

Australia's national Environmental Permitting and Compliance Division works to protect our environment from the harmful effects of pollution. We work closely with our regulated communities to minimise the environmental and human health impacts of pollution and waste. We lead the administration of a broad range of regulation to manage waste and recycling, industrial chemicals, air quality, ozone depleting gases, and wildlife trade.

The Wildlife, Waste and Environmental Permitting Branch delivers our priorities across the below sections:

- **Wildlife Trade Regulation** administer regulation of the international movement of wildlife trade to ensure the sustainability and conservation of both native and CITES listed species. This includes the assessment of permit applications and compliance activities such as education and awareness. Wildlife Trade Regulation also acts as the CITES Management Authority of Australia.
- **Sea Dumping** administers regulation of the assessment of sea dumping and artificial reef placement permit applications, regulatory policy and international engagement.
- **Hazardous Waste and the National Television and Computer Recycling Scheme (NTCRS)** regulates importers who are obliged to contribute to the recycling of e-products at the end of their useful life. The section regulates the import, transit, and export of hazardous, household, and mixes plastic wastes.
- **Environmental Contamination Advice and Standards** provides scientific and technical advice on the management of contaminated sites including site investigation, assessment, remediation / management, and closure to other commonwealth entities. The section provides regulatory advice on site contamination issues and is responsible for the development of Commonwealth and national contamination standards for contaminated site investigation and remediation such as the PFAS National Environmental Management Plan 3.0.
- **Waste Exports** (two sections) administers regulation of waste glass, plastic and tyres, including assessing applications for export licences, exemptions, variations, and renewals and compliance activities such as education, detection and monitoring, suspension and revocation decision.
- **Air Quality Emissions Standards** administers regulation of emission-controlled products under the Product Emission Standards, and Ozone Protection and Synthetic Green House Gas Management Regulations. The section manages co-regulators for refrigeration and air conditioning, and fire protection permit scheme, and issues importation permits and manages HFC quota.
- **Strategy and Regulatory Practice** provides support and an enabling function, to share good practice and strengthen regulatory maturity including in relation to governance, compliance and assurance, IT systems, capability / communities of practice, stakeholder engagement and regulatory posture.

Duties

The Job

Successful candidates may undertake one or more of the following:

- Undertake investigation, assessment, research, analysis, and evaluation of technical and scientific data for providing advice to improve the management of the environment.
- Drafting briefs for Government, preparing ministerial correspondence and other materials on key issues associated with the implementation of regulatory arrangements.
- Undertake regulatory assessments against legislation and provide briefing material that support evidence-based decisions.
- Support Australia's participation in global environment protection treaties from a regulatory perspective.

- Analyse data and research to help describe emerging issues, offer evidence-based solutions and advice on improvements to Australia's environment over time.
- Assist with developing assessment guidance materials including for regulatory support functions.

Eligibility

What we are looking for

Knowledge and experience

Successful candidates will demonstrate experience in one or more of the following:

- Implementing legislation or regulation.
- Interpreting requirements, making evidence-based assessments, and following guidance and procedures.
- Program administration including engagement, monitoring and reporting.
- International engagement and supporting bilateral or multi-lateral activities as a commonwealth regulator
- Procurement and contract management including knowledge of the financial and administrative frameworks that apply to the Australian Public Service

For some roles qualifications in environmental or marine science are desirable.

Skills and capabilities

We are looking for motivated, high performing people to join us and to contribute to our work and culture. We employ dedicated people from a range of backgrounds, what is important is that you are keen to deliver outcomes that support priorities of the Australian Government and our community.

Your application should demonstrate your ability to:

- Undertake research and engagement activities and synthesise relevant information often against the backdrop of legislative frameworks and regulatory requirements.
 - Communicate clearly, concisely and with influence, verbally and in writing.
 - Work effectively with others to achieve positive outcomes.
 - Analyse options and apply sound judgement when finding solutions.
 - Deliver high quality outcomes when working under time pressure and limited supervision
- Manage project timelines, ensuring delivery within statutory or agreed project due dates.

Desirable qualifications

Environmental or marine science qualifications are desirable for some roles.

Eligibility and other requirements

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

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

To Apply

Position Contact	Leah McKenzie, 0479183931
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=2642E897-D015-2201-D2DC-D20206AC1693

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Agriculture, Water and the Environment

Vacancy VN-0729647

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

Closing Date: Sunday 24 September 2023

Finance
Budget Various

Job Title	Various Policy and Budget Roles
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	\$78,548 - \$100,378
Classification	APS Level 5; APS Level 6
Position Number	2023/3488
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=7ED6E74D-1A18-212E-AB1A-D2020728702E>

Who we are

The Finance (CFO) Division provides a range of essential financial advice and services that enable the Department of Climate Change, Energy, the Environment and Water to deliver its strategic objectives. Our advice and services cover the Commonwealth Budget, financial management, financial services, and property and protective security.

The Budget Branch leads the Commonwealth Budget process and charging framework to support the delivery of Government priorities in the Climate Change, Energy, the Environment and Water portfolio.

There are six teams in the Budget Branch:

- two Budget Policy teams act as the front door for Budget matters across each Ministerial portfolio (Climate Change and Energy; and Environment and Water) and advises on Budget decision-making, including the design of new policy proposals and the Portfolio Budget Submission.
- the Budget Costings team advises policy owners on the accuracy and completeness of cost estimates for new policy proposals.
- the External Budgets team oversees the department's Budget estimates and systems, including the production of the Portfolio Budget Statements.
- the Charging and Cost Recovery team oversees the department's charging and cost recovery arrangements, including the delivery of the Portfolio Charging Review.
- the Activity Based Costing team develops and maintains the department's modelling used to support cost-revenue analysis and decision making.

Duties

The Job

The Budget Branch is seeking suitably experienced candidates to support the delivery of influential policy advice and Budget outputs.

Your responsibilities could include (subject to the team):

- partnering with policy owners across the portfolio to secure and manage Budget resourcing to deliver priority programs and services.
- preparing strategic advice for the Executive and Ministers based on analysis of the policy landscape, financial trends and data and Government priorities.
- designing and developing cost models with policy owners to support strategic analysis and decision making.
- maintaining and coordinating Budget estimates in Government financial systems and appropriation bills.
- delivering of projects and products for the portfolio, including Executive and Ministerial briefings, Cabinet Submissions, the Portfolio Budget Statements and the Portfolio Charging Review.
- building strong relationships with a range of stakeholders to support outcomes for the portfolio, including the Central Agencies (PM&C, Treasury and Finance) and other agencies involved in the Budget process.
- supporting portfolio Budget capability, best practice and compliance through the delivery of targeted training, processes and guidance.

Eligibility

What we are looking for

Knowledge and experience

Given the breadth and variety of work across the six teams, there are roles available that suit candidates with finance (accounting, budgets and reporting) and/or non-finance (strategic policy, program delivery and project management) experience.

A good understanding of Commonwealth Budget processes, or the Australian Government Charging Framework, will be highly regarded.

Skills and capabilities

Successful candidates would be expected to:

- develop an understanding of and apply the Budget Process Operational Rules to achieve organisational outcomes.
- draw on experience and available information to make accurate and timely decisions and overcome challenges and use initiative to implement innovative outcomes.
- identify and analyse situations and issues, consider options, choose and implement appropriate solutions.

- clearly and succinctly convey an idea, concept or argument, focusing on key points and using appropriate, unambiguous and persuasive language in either written or oral form.
- build productive working relationships to achieve individual, team and/or organisational objectives.
- identify goals, objectives, methods and resources for completion of short-term organisational outputs and to plan strategically for long-term organisational aims.

Suitability for each classification would be assessed against the APS 5 or APS 6 Integrated Leadership System.

Desirable qualifications

Candidates with tertiary qualifications in accounting, economics, finance, law or policy are desirable but not required.

Eligibility and other requirements

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

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

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

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

To Apply

Position Contact	James Hague, 02 6272 4961
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=7ED6E74D-1A18-212E-AB1A-D2020728702E

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Attorney-General's

Vacancy VN-0729599

Attorney-General's Department

Closing Date: Thursday 21 September 2023

Enabling Services Group
ID Operations Office

Job Title	Governance and Assurance Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$110,365 - \$134,286
Classification	Executive Level 1
Position Number	0361/23_ESG/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=A626D8E2-4741-7F3F-EB2E-D2020435C988>

To obtain a copy of the Vacancy Information Kit for this vacancy, please click on the 'Apply Online' button to the left of this advertisement.

Duties

Employment Opportunity

The Attorney-General's Department is seeking the services of an experienced ICT Governance and Assurance Officer to work in the Chief Technology Office (CTO). CTO acts as the steward of the present and future technical direction of the department and provides assurance over technology adoption and change processes. The Governance and Assurance Team assists colleagues in the Information Division in the adoption of new technologies, technical change management and the operating model that supports the delivery of projects.

The ICT Governance and Assurance Officer is an integral member of the team and is responsible for the efficient and effective oversight of:

- assessment and certification of technology used within the organisation through the management of the Attorney-Generals Technical Advisory Committee
- maintenance of the Register of Supported Applications and Approved Technologies Lists
- monitoring, reviewing and maturing governance processes to ensure they continue to meet agency needs
- ensuring governance processes and registers managed by the team supports the departments Essential 8 Maturity Level 2 accreditation and compliance
- the successful candidate will apply their considerable expertise and knowledge in support of IT governance and change management, in particular:
 - have excellent people skills, with the ability to engage with stakeholders and communicate at all levels of the business
 - work closely with business representatives and ID staff to ensure the efficient and effective implementation and governance of the departments technology solutions
 - participate in efforts to improve ID's technology governance processes and suggest changes where potential efficiencies are found.

How you can help us make a difference

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

Our ideal candidate will:

- be forward-thinking and resourceful to ensure outcomes are delivered positively and in a timely fashion
- have knowledge and experience in technology certification and governance
- demonstrate the ability to work with both technical and business stakeholders to achieve business outcomes
- have working knowledge of Agile and Waterfall project management methodologies
- demonstrate ability to manage multiple competing priorities.

Tertiary qualifications in information technology or governance will be highly regarded, but is not considered mandatory.

Relevant industry qualifications will be highly regarded, but is not considered mandatory.

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).

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

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

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

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 five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • 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. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Michael Mallia, (02) 6253 7482
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=A626D8E2-4741-7F3F-EB2E-D2020435C988

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Attorney-General's

Vacancy VN-0729618

Attorney-General's Department

Closing Date: Sunday 01 October 2023

Corporate Services
AGS Finance

Job Title	Finance Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$91,086 - \$101,605
Classification	APS Level 6
Position Number	0362/23_ESG/CS-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

<https://agcareers.nga.net.au/?jati=31CF5C22-2C68-FF1F-E7E4-D20205EED6A6>

To obtain a copy of the Vacancy Information Kit for this vacancy, please click on the 'Apply Online' button to the left of this advertisement.

Duties

Employment Opportunity

Offering a diverse range of responsibilities this is a key role providing financial support to the Australian Government Solicitor (AGS) where collaboration, innovation and attention to detail is highly regarded.

The Financial Accounting team is a high performing team within AGS Finance which sits within the Enabling Services Group in the Attorney Generals Department. As an integral member of the Team, you will report to the Financial Controller, providing support to the AGS corporate functions and practice groups in addition to collaborating with various stakeholders across the Attorney Generals Department.

- financial accounting including the timely and accurate production of external reports, all balance sheet reconciliations, journals, asset register, payroll reconciliations and transaction analysis.
- responsible for all tax reporting (FBT and GST) and the ability to provide tax advice.
- compliance reporting and audit assistance.
- manage and resolve banking issues (e.g. credit cards, bank accounts, bank reconciliations).

How you can help us make a difference

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

Our ideal candidate will:

- be accountable to deliver a high level of service whilst working under limited direction.
- have a demonstrated ability to manage a variety of tasks and competing priorities within tight deadlines.
- have proficient analytical Excel skills and strong written and verbal communication.
- have a competent knowledge of accounting standards
- collaborate effectively to internal and external stakeholders to provide accurate and timely data.

Other qualifications:

- tertiary qualifications in accounting (or studying towards Tertiary qualifications in Accounting).
- ideally CPA / ICAA qualifications (or studying towards CA/CPA accreditation).

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).

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

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

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

About the Attorney-General's Department

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To Apply

Position Contact	Jane Muirhead, (02) 6253 7598
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=31CF5C22-2C68-FF1F-E7E4-D20205EED6A6

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Attorney-General's

Vacancy VN-0729621

Australian Financial Security Authority

Closing Date: Thursday 21 September 2023

Government Business
Government Engagement

Job Title	Director Government Engagement
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$130,358 - \$154,288
Classification	Executive Level 2
Position Number	31164
Agency Website	

Job Description

<https://www.afsa.gov.au/current-vacancies>

About AFSA

The [Australian Financial Security Authority \(AFSA\)](#) is the government agency responsible for providing improved and equitable financial outcomes for consumers, business and the community through application of bankruptcy and personal property securities laws, regulation of personal insolvency practitioners, and trustee services.

AFSA has undertaken a significant strategic direction refresh since the appointment of Chief Executive, Tim Beresford, in May 2022. The agency has a new vision, 'a strong credit system for Australia' and our holistic approach to regulation supports equitable financial outcomes for all Australians. Joining AFSA as a leader means that you'll be driving a shift towards the agency becoming a proactive, transparent, and hands-on regulator that instils confidence in Australia's credit system.

Why AFSA?

You will enjoy excellent conditions including:

- generous superannuation (15.4%)
- a modern work environment
- access to Employee Assistance Provider
- flexibility to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable).
- We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential.
- We encourage applications from Indigenous Australians, people from culturally diverse backgrounds and people with disabilities.

At AFSA we encourage every employee balance their family commitments and personal interests with flexible working options.

About the role

The **Government Engagement** team sits within the **Government Business Division** and has a core responsibility to demonstrate and drive agency-wide achievement of the following strategic priorities:

Regulatory Stewardship: We demonstrate a strong and balanced regulatory posture, adopt a collaborative, whole-of-system and intelligence-based approach to regulation.

Impact and Influence: We amplify our effectiveness through a strong and trusted voice, visible action, and meaningful insights.

The team delivers on these priorities through the performance of three core functions:

Government Engagement

- Provide strategic direction and coordination on government engagement for the agency
- Increase AFSA's advocacy through active and targeted alignment with government bodies
- Support the Office of the Chief Executive to identify opportunities and risks for the agency and government at the strategic and tactical levels
- Provide high quality strategic and tactical advice to the Chief Executive, Attorney-General's Department and the Attorney-General that supports the agency's and government's priorities

Ministerial and Parliamentary Services

- Provision of guidance and advice regarding ministerial submissions, briefs, correspondence, and ombudsmen complaints
- Coordination and submission of all ministerial documents on behalf of the agency

- Coordination and guidance for all parliamentary processes, for example Senate Estimates and Parliamentary Committee Hearings

Government Strategy and Improvement

- Undertake strategic government business-related improvement projects as required
- Develop and support implementation of arrangements for co-regulator and other government engagement including maintaining oversight of, coordinating updates to, and undertaking consolidation of MoUs and Letters of Exchange
- Advisory role for best practice processes and policy across the agency, for example the complaints framework

The position of **Director Government Engagement** is a critical leadership role responsible for establishing and maintaining AFSA's relationships and visibility across government. You will be using the understanding and insights gained from these relationships to ensure AFSA is delivering against broader government priorities, while also providing insights unique to AFSA's role to co-regulators, policy and program delivery agencies to support the achievement of collective social and system outcomes.

This is a rare opportunity to inform and influence an innovative and impactful agenda within a forward-thinking government agency. Influencing an organisation and system-wide cultural change piece of this scale will take your career to the next level. You will be pivotal to shifting the agency from being the expert to being a genuine partner of government.

Duties

Key accountabilities

Working under limited direction, the Director Government Engagement is accountable for:

- Providing insights and supporting the National Manager to identify opportunities and risks for the agency and government at the strategic and tactical levels
- Preparing high quality and timely briefings to the Chief Executive, agency governance bodies, the Attorney-General's Department and the Attorney-General
- Representing AFSA at domestic and international government and non-government forums
- Ensuring business resources, processes and practices meet specific business objectives
- Nurturing a risk aware and informed culture where staff engage with strategic and tactical risks
- Implementing appropriate strategies to mitigate and/or monitor risks to achieve positive agency outcomes.

Key competencies

To be successful in the role, you will demonstrate the following:

- **Leadership mindset**
 - Take initiative to build capability and influence change through mentorship and leading by example.
- **Critical thinking and judgement**
 - Take a macro view and looks beyond the boundaries of own responsibilities to provide unbiased, comprehensive and accurate advice.
- **Political astuteness**
 - Use past experience and organisational/environmental awareness to analyse what information is important and how it should be used in the decision-making process.

Qualifications, accreditations and experience

The following is a mandatory role requirement:

- Tertiary qualifications in Law from an Australian tertiary institution or comparable qualification.

Skills and capabilities

Sustains a user-focused approach to deliver better services

- Establishes a trusted partnership with stakeholders, clients and colleagues, challenges own assumptions and attempts to expand thinking, engages stakeholders in the process of designing a solution and is comfortable with lack of clarity in the early stages of the design process.

Uses information to make evidence-based decision

- Is able to leverage information from reputable sources and bring it to the decision-making process, utilises this knowledge to make robust decisions that have a sound factual and legal backing, and is able to provide reliable, effective and balanced advice to others based on solid decision-making principles.

Fosters a service culture

- Demonstrates a holistic approach to their work and the work of AFSA, understanding client touch points across the services AFSA delivers, demonstrates, and models genuine care, empathy, and concern for the needs of clients, colleagues and stakeholders and reflects this in the language they use, and demonstrates respect when having difficult conversations to explain what is and is not possible.

Shapes strategic direction

- Understands environmental trends and integrates knowledge into business strategies focused on service, value, quality, people and efficiency, has the confidence and willingness to represent AFSA's position in various professional forums, designs internal processes keeping in mind the potential impact on internal and external stakeholders.

Achieves results

- Supports the timely delivery of quality outcomes through teamwork, planning, prioritising, organising and working to agreed objectives, procedures, timeframes and assigned resources, establishes clear plans and timeframes for project implementation.

Communicates simply and clearly

- Prepares correspondence, reports on a variety matters, presents information verbally and in writing to the team and stakeholders and listens to ensure that other people's views have been accurately understood, provides legal advice that is adapted to the audience profile, ensures legislative and policy requirements are adhered to.

Coaching and Quality Assurance

- Monitors team outputs in terms of quality and service delivery providing feedback, coaching and suggestions for improvement. Assists with the development, documentation and preparation of written work instructions, processes and guidelines.

Develops Productive Working Relationships

- Is forthright, open and honest at all times, supports, builds and sustains positive working relationships with team members, stakeholders and clients supporting teamwork, collaboration, participation and inclusion, approaches negotiations with a strong understanding of the issues and is able to influence outcomes using long-term objective, and handles conflict professionally and in a way that leads to mutually beneficial outcomes.

Innovation and Process Improvement

- Supports and contributes to the development and implementation of solutions and improved procedures and practices.

Collaborates internally and externally

- Consciously creates an environment where people feel safe to express their individual experiences, values and beliefs, ensures every voice is heard and has an opportunity to share their opinions during discussions, explores various sources of information to identify best practices or find opportunities to collaborate with others who may have experience.

Practices inclusion and diversity values

- Invites different perspectives during team meetings/projects, strives to create a team environment where individuals feel comfortable and safe to express their diverse experiences, realities and ideas

Eligibility

Applications close 11:59PM AEST Thursday 21 September 2023

If you would like to be considered for this opportunity, please email recruitment@afsa.gov.au in the following:

- A current resume
- A 500-word pitch setting out the value you will bring to AFSA, informed by the key accountabilities, key competencies and the skills and capabilities as outlined in the position description
- A completed Position Application Form (found on [AFSA's external website](#))
- Clearly state your name, the position title and location of the role you are applying for in the subject line

Your application will be assessed against work related qualities and essential capabilities of the position. **Notes**

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

The successful applicant must have or be willing to undergo a security clearance to the level of Baseline as a condition of employment.

To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

We encourage applications from Indigenous Australians, LGBTIQ+ persons, people from culturally and linguistically diverse backgrounds and people with disabilitiesP

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

About the Australian Financial Security Authority

To Apply

Position Contact	Ayu Bromley, 0401 438 574
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Attorney-General's

Vacancy VN-0729569

Comcare

Closing Date:Thursday 21 September 2023

Regulatory Operations Group
Major Infrastructure Projects Team

Job Title	Senior Inspector, Major Infrastructure Projects
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	\$92,620 - \$102,773
Classification	APS Level 6
Position Number	01786, 01460
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

The Regulatory Operations Group (ROG) has responsibility for achieving safer and healthier workplaces within its jurisdiction. As an effective national regulator, it does this by promoting continuous improvements in work health and safety practices and monitoring compliance with the law.

Using a risk-based approach, the Group plans and implements an integrated program of continuous improvement and compliance activities to target issues or entities across the jurisdiction that pose the most significant risk to health and safety of workers. Services are delivered across the country through employees working in regional offices in QLD, NSW, VIC, TAS, SA, NT, WA and ACT.

In order to manage the WHS risks associated with Major Projects regulated by Comcare, a Major Infrastructure Projects team has been established. The Major Infrastructure Projects Team will provide enhanced oversight and prevention-led interaction major infrastructure and other complex construction projects. This involves application of a risk-based framework that ensures appropriate engagement is undertaken throughout key stages of the major project life cycle, with particular focus on high-consequence hazards.

As an Inspector in the Major Infrastructure Projects Team, you will undertake a range of Workplace Health and Safety (WHS) regulatory activities in accordance with relevant legislation, policy and procedures under minimal direction and supervision. The work includes: WHS related prevention programs, campaigns, health and safety audits, stakeholder engagement, presentations, inspections, and investigations across the major construction projects across Australia in the Commonwealth jurisdiction.

Duties

As an Inspector in the Major Infrastructure Projects Team, you will undertake a range of Workplace Health and Safety (WHS) regulatory activities in accordance with relevant legislation, policy and procedures under minimal direction and supervision.

The work includes: WHS related prevention programs, campaigns, health and safety audits, stakeholder engagement, presentations, inspections, and investigations across the major construction projects across Australia in the Commonwealth jurisdiction.

The role delivers and assists to drive the provision of timely, high-quality services in a nationally consistent, regional service delivery environment. The role requires working as a team, mentoring less experienced inspectors, and working collaboratively with a wide range of stakeholders including employers, workers, complainants, Health and Safety Representatives, employer associations, unions and federal and state government agencies.

Eligibility

Mandatory Qualifications/Experience

Previous WHS, investigation or work in a regulatory environment experience of 3 years or more in the construction industry. Diploma of Government (Workplace Inspection) or obtain within 18 months of engagement.

Security Clearance

Ability to obtain and maintain a Baseline Security Clearance

Notes

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

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	John Ahmed, 02 8218 3771
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Attorney-General's

Vacancy VN-0729525

Federal Court of Australia

Closing Date: Thursday 21 September 2023

Federal Circuit and Family Court of Australia
Family Law Registrars

Job Title	Deputy Registrar
Job Type	Full-Time, Non-Ongoing
Location	Hobart TAS, Melbourne VIC, Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Dandenong VIC, Dubbo NSW, Lismore VIC, Melbourne VIC, Newcastle NSW, Wollongong NSW, Parramatta NSW, Sydney NSW, Townsville QLD
Salary	\$105,834 - \$114,298
Classification	Executive Level 1
Position Number	TBC
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Duties

Position overview

Deputy Registrars will perform certain delegated judicial functions in the FCFCOA (Division 1) and the FCFCOA (Division 2) pursuant to sections 98 and 254 of the FCFCOA Act, respectively and other legislative instruments, assisting with a variety of legal work across both Courts. The Deputy Registrar position can be multi-faceted and plays a key role within the Courts, including in the following areas:

- Court work, at the local and national level, conducting national divorce lists;
- A variety of chambers work, including determining Applications for Consent Orders and considering certain applications as a duty registrar;
- After appropriate training, undertaking conciliation conferences in small-mid level disputes;

- Assisting with the formulation of legal policy within the Courts, including in support of various Court Committees and with the implementation of policies on a national basis;
- National/operational work, assisting with the assessment of the Courts' caseload under new legislative arrangements in support of the Chief Justice of the FCFCOA (Division 1)/Chief Judge of the FCFCOA (Division 2) and the Chief Executive Officer and Principal Registrar (CEO/PR) of the Courts;
- Playing an important role locally and nationally in helping to deliver and implement the Courts' reform agenda, together with delivering key Court initiatives; demonstrating leadership in the performance of their legal and other duties and functions; and
- Liaising with internal and external stakeholders in areas of Deputy Registrar practice and matters of jurisdiction, including with the legal profession.

Deputy Registrars may also undertake additional national roles and responsibilities, including participating in case management initiatives within the Court, assisting with the development of coherent and consistent practice and procedure, analyses of workload, and liaison with, and education of, the profession.

After undertaking the duties of a Deputy Registrar at a high level for an appropriate period of time, consideration will be given to Deputy Registrars undertaking higher-level Registrar duties, subject to their performance, skills and experience.

Formal Qualifications and Experience

Legal qualifications and admission as a practitioner of the High Court and/or the Supreme Court of a State or Territory of Australia is essential.

Two or more years of post-admission experience, preferably in family law. **Eligibility**

Selection Criteria

The successful applicants will need to have:

- The ability to exercise judicial discretion in an appropriate manner: capacity to preside in court and exercise delegated powers and functions in the FCFCOA (Division 1) and the FCFCOA (Division 2) pursuant to sections 98 and 254 of the FCFCOA Act, respectively.
- Demonstrated experience and understanding, or ability to acquire such knowledge quickly, of the Family Law Act 1975, the FCFCOA Act, Rules and Regulations; and the jurisdiction and practices and procedures of the FCFCOA (Division 1) and family law work in the FCFCOA (Division 2).
- Well-developed understanding of civil litigation and practice in superior courts of Australia, including in family law.
- Well-developed legal research, analysis and drafting skills underpinned by exceptional attention to detail and accuracy.
- Demonstrated ability to work autonomously, critically evaluate large volumes of information, manage competing priorities effectively, and exercise sound judgment in decision-making.
- Highly developed communication skills, including the ability to build and maintain positive professional relationships with key stakeholders.
- Demonstrated proficiency with administrative tasks and technology, including the use of electronic legal resources and the ability to learn and use the Courts' case management systems and courtroom technology.

Notes

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 2018–2021. 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	Jennifer Crawley, (02) 6113 9455
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0729273

Department of Defence

Closing Date: Thursday 21 September 2023

Associate Secretary Group
Defence Legal

Job Title	Communications Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	ASG/08565/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=AA81E6A4-A157-BD49-AD3E-D1F08C25C384>

Duties

The Role

As the APS 6 –Communications Officer, you will generate targeted communication to Defence Legal Division (DLD) personnel and stakeholders on all aspects of the provision of Legal Services to the Commonwealth, entitled individuals, Practice of Law and the Business of Law. You will report to the EL 1 Communications Manager and provide specialist advice on design, development and coordination of communication products and activities.

This will include hands-on content design for the DLD intranet and internal digital information sharing platforms, instructional material and staff communique. Engaging with all areas of the Legal Practice to analyse information and identifying opportunities and risks will be form part of your regular duties. You will also supervise the APS5 Web Manager to set priorities and manage workflows.

Building and sustaining effective relationships with stakeholders will be essential to achieve agreed outcomes and to ensure stakeholders can easily access reliable information. You will work primarily from the team's Canberra-based offices at Campbell Park, Campbell ACT.

About our Team

Defence Legal Technology, Data and Information (DLTDI) is part of Legal Practice Enablement (LPE) Branch, which is the backbone of Defence Legal in supporting and empowering officers to deliver quality legal services to the Australian Defence Force, the Minister for Defence and the Department of Defence. DLTDI is a high performing, multidisciplinary team that embraces diversity, flexible work, career growth and development. It has responsibility for providing Defence Legal with necessary tools, systems and processes to deliver a smooth legal service for Defence. This includes:

- Ensuring Defence Legal staff understand and use the technology that is available to them effectively
- Promoting a culture of learning and informed decision-making
- Managing information, records and data to improve decision-making, promote collaboration and increase efficiency
- Systematically organising, capturing, storing and sharing information
- Coordinating procurement, installation and maintenance of Defence Legal software, hardware and systems
- Maintaining the security of Defence Legal technology, data and information.

Our Ideal Candidate

We are seeking an experienced communication professional with a history of delivering successful communication campaigns yet has that extra skill (or passion to learn the skill) around content design. Preferably, they will have experience in working within information management teams and/or technology projects.

Our ideal candidate is innovative, thrives on collaborating with others, is prepared to be hands-on, tailors their messaging and enjoys coaching others. At Defence, we value communication which considers the audience and meets the standards and style of the Australian Government Style Manual. A candidate with qualifications in communications, marketing or a related discipline will be highly suitable for this role. **Eligibility**

Security Clearance:

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

Notes

About the Department of Defence

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

To Apply

Position Contact	Lyvern Slender, 02 4579 3501
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AA81E6A4-A157-BD49-AD3E-D1F08C25C384

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Defence

Vacancy VN-0729274

Department of Defence

Closing Date: Thursday 21 September 2023

Defence People Group
Head People Capability

Job Title	Medical Administration Officer
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$73,343 - \$80,071
Classification	APS Level 4
Position Number	DPG/08082/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B05033E8-350A-E9DD-C51E-D1F055CE50B9>

Duties

The Role

We are seeking to recruit a professional and experienced Medical Administration Officer for a fantastic opportunity within the Directorate of Recruiting Health Services (DRHS) at Defence Force Recruiting. The position requires an individual with attention to detail, communication and interpersonal skills with the ability to work in a busy environment meet deadlines and prioritise work commitments.

In this role, you will:

- Coordinate and facilitate incoming and outgoing correspondence, between medical teams, recruiting centres, and other departments, including data entry into the Records Management System (Objective) and the Medical Administrative System (MAS).
- Be accountable for the accurate and timely management of medical submissions including storage, documentation, retrieval and data entry.

- Research and respond to medical submissions, general enquiries and analyse documents and data within the required timeframes.
- Ensure the confidentiality and security of candidate medical records by complying with privacy standards and protocols.
- Provide administrative support to the DRHS including board-room bookings, asset maintenance, printing and filing, and perform other duties as directed.

About our Team

Defence Force Recruiting (DFR) is a public-private collaboration between Defence and a recruiting company and provides recruiting services to the Australian Defence Force in accordance with standards and policies set by the Navy, Army and Air Force.

The Defence Recruiting Health Service (DRHS) team is a multidisciplinary health team comprised of medical officers, psychologists and administrative staff. The DRHS team is directly responsible for providing direction to sixteen Defence Force Recruiting Centres to determine applicant's medical suitability for military service.

The DRHS regularly collaborate with Joint Health Command in reviewing and updating the health standards for ADF entry, matching scientific research against the ADF inherent requirements of service to ensure that the entry standards remain relevant.

The team investigates and respond to ministerial representations and requests for information from candidates and external stakeholders on entry health standards and procedures.

Our Ideal Candidate

We are looking for a highly motivated Medical Administration Officer who exemplifies professionalism along with personal drive and integrity.

You will be comfortable engaging with a range of stakeholders, and be detailed oriented and organised.

You will have a background in medical administration, experience in maintaining records, ability to handle multiple tasks simultaneously, and be a problem solver and critical thinker. You will be a team player and be adaptable, supportive and tactful with staff at all levels. **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>

About the Department of Defence

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To Apply

Position Contact	Neha Neha, 02 6215 4176
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B05033E8-350A-E9DD-C51E-D1F055CE50B9

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Defence

Vacancy VN-0729287

Department of Defence

Closing Date: Thursday 21 September 2023

Navy
Deputy Chief of Navy

Job Title	Administration Officer (Multiple Positions)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	NAVY/08576/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9AB61E7C-53A3-252E-493A-D1F08D673C3F>

Duties

The Role

If you are looking for a new opportunity, are motivated and would like to challenge yourself, this is the job for you!

The Office of Chief of Navy (OCN) & Chief of Staff Navy Headquarters (COS NHQ) have multiple new APS 5 Administration Officer positions available where you will perform a broad range of business and administration functions. In these Navy Headquarters roles, you will be an integral part of the Business Team which provides a broad range of administrative and business financial support to multiple Directorates, Branches and Areas within Navy Headquarters.

The APS Administration Officers will have experience in some or all areas relating to:

- Providing support to ensure compliance and sound governance of business, financial and administration functions.
- Undertaking administrative processes, policy guidance and provision of advice associated with Travel & the Card Management System (CMS).
- Group Operating Budget financial management, including financial systems functions.
- Seeking to innovate and recommend business process improvements.
- Perform Unit Security Officer functions.
- Experience with Simple Procurement activities and the ability to provide advice, policy guidance and support to ensure compliance.
- Interpret policy & process to support procurements & business activities with a keen focus on Gifts, Benefits, Hospitality and Sponsorship.
- Knowledge and experience in records management.
- The ability to convert data and information into valuable reports and/or advice.
- Excellent communication and stakeholder engagement skills.
- Foster good relationships across Navy, other services, groups and Government Agencies.

About our Team

These positions are embedded in the Chief of Staff Navy Headquarters (COS NHQ) Business Team and provide combined support to The Office of the Chief of Navy (OCN) and COS NHQ.

You will be part of a supportive team, working in a dynamic environment, to support Navy staff to deliver capability and achieve governance.

You will be part of the Team who are striving to create business improvement, increase governance & assurance functions, and find innovative ways to update administrative practices to better meet the business needs supporting Navy.

Our Ideal Candidate

The successful candidates will be conscientious, and have a demonstrated ability to work collegiately within a large network of uniformed and non-uniformed personnel, from working level through to Senior Executive. They will be responsive to changing circumstances and possess excellent administration, time management, and communication skills. They will display initiative, have a strong attention to detail, and be committed to providing consistent, high-quality support, as well as:

- Be positive and motivated;
- Work effectively both independently and as part of a team;
- Possess an outcome-focused mindset with an ability to achieve results; and
- Exhibit strong ethics and judgement in working with sensitive and classified information.

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	Tina Page, 03 5169 8450
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9AB61E7C-53A3-252E-493A-D1F08D673C3F

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Defence

Vacancy VN-0729315

Department of Defence

Closing Date: Thursday 21 September 2023

Security and Estate Group
Infrastructure Division

Job Title	Estate Strategic Planner
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Amberley QLD, Canberra ACT, Darwin NT, Enoggera QLD, Townsville QLD
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	SEG/08458/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F4BAC450-B452-5A86-E94E-D1F08FDAA6E2>

Duties

The Role

The Estate Strategic Planner role encompasses a range of skillsets including strategy analysis, project management, procurement, contract administration / management and associated stakeholder engagements. The nature of the work also means you will experience short periods of time with a high volume of urgent, short turn around tasks that are often high profile.

The role is fundamental to the delivery of strategic Estate Base Plans that outline the incremental development of bases over a 25 year timeframe and consider the capacity of the base to evolve to accommodate emerging capability needs. The role requires a sound understanding of higher level Government policy and Defence strategic guidance and the analytical ability to apply that guidance to regional and strategic base planning activities.

The development of Estate Base Plans and Studies is done through consultants engaged through an existing Panel. The Estate Strategic Planner also represents the planning authority during the development and approval stages of major Defence estate projects, with key roles in prioritising sponsor requirements.

The role has involvement in siting of facilities across the estate and the development of executive level briefs to support program and project governance activities. In many instances you will be required to engage and manage specialist industry providers in planning and project management fields. Successful candidates will conduct considerable stakeholder engagement and will be required to identify relevant stakeholders' expectations and deliver quality outcomes in support of capability development and estate sustainment.

About our Team

Estate Planning Branch looks after strategic planning in order to provide an affordable, safe, sustainable and strategically aligned estate to enable Defence capability. Estate planning activities include:

- Development of policy, managing the Enterprise Estate Investment Program and base redevelopment planning,
- Managing relationships with Local, State and Federal planning authorities,
- Aircraft noise assessment, airfield encroachment protections and training area policy.

The Northern & Central Directorate within the Branch is responsible for strategic planning activities in Queensland, Northern Territory and South Australia. Our team is dispersed around the zone with teams in Brisbane, Darwin and Canberra.

Our Ideal Candidate

We are looking for people that can work under limited or broad direction to perform and achieve complex to very complex estate planning, administrative and research work within an integrated workforce.

The successful candidate will have the opportunity to coordinate the preparation of complex estate base plans for major Defence establishments and business cases for estate projects, undertake assessment of external land use planning and development proposals referred to Defence by Federal, State, Territory or Local Government agencies and prepare submission on these proposals and administer the siting of facilities and /or activities on the Defence estate.

We seek people that deliver quality and timely work outcomes, take independent action and have good teamwork and stakeholder management skills. The ideal applicant will be resilient, exercise good judgement, demonstrate initiative and have a focus on continuous improvement. You will have excellent written and oral communication skills and an ability to respond flexibly and positively to change. **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	Natalie Clark, 0475 962 457
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F4BAC450-B452-5A86-E94E-D1F08FDAA6E2

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Defence

Vacancy VN-0729367

Department of Defence

Closing Date: Thursday 21 September 2023

Defence People Group
People Services

Job Title	Work Health and Safety - Application/Technical Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Canberra ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	DPG/07870/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=6183FCCB-B96A-8C9B-84FE-D200DAB2602F>

Duties

The Role

We're looking for an experienced and talented ICT Project Manager and/or System Administrator to deliver business outcomes in contemporary work health and safety digital platforms. Are you up for the challenge?

As the business application owner, the role has responsibility for Level 2 IT Service Management for both Sentinel and ChemAlert. In simple terms this means you will plan and coordinate the delivery of application change projects and monitor their progress against timelines to ensure continuous improvement of project deliverables. Enhancements to the system will initially be driven by the outcomes from a recent Review.

About our Team

The Work Health and Safety Systems Governance team, govern the Defence Work Health and Safety Management Information System (Sentinel), and the Defence Hazardous Chemicals Register (ChemAlert).

The team has two core functions: User Support and Application Support. Both work seamlessly to ensure Defence can meet its legislative and business requirements, to support better safety outcomes for Defence workers.

Our Ideal Candidate

We are looking for a person with experience or interest in governing Work Health and Safety Management Information Systems.

You need to have demonstrated experience, or be able to gain an understanding, of ICT Service Management. This includes the ability to apply information security and privacy policies, and collaborate extensively with the technical support team (Level 3 ITSM) as well as the vendor (Level 4 ITSM) to support application changes or resolution of user or technical issues.

The role is dynamic and will require you to support a small team to implement improved governance processes for data security access and permissions; related system policy and procedures; ensure currency of the data management agreement; completion of business verification testing at various stages of the migration path.

Due to the nature of the work you may be exposed to sensitive and at times traumatic events, therefore we require staff that are resilient and have an ability to cope with this type of information.

We only require a Baseline to commence, however you will need to be able to gain Negative Vetting 1 security clearance to work in the directorate to meet Defence security and privacy policy requirements.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Penny Stevenson, 02 5109 8383
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6183FCCB-B96A-8C9B-84FE-D200DAB2602F

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Defence

Vacancy VN-0729372

Department of Defence

Closing Date: Thursday 21 September 2023

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Business Support Officer
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	\$73,343 - \$80,071
Classification	APS Level 4
Position Number	NSSG/08588/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=909D1104-9980-6CF4-927C-D200DADB1D48>

Duties

The Role

We are seeking a high performing, motivated and enthusiastic APS 4 Business Support Officer to join the Pacific Patrol Boat Systems Program Office (PPBSPO).

This administration focused position offers an exciting opportunity to work with a team of experts across a unique work force consisting of Australian Public Servants, members of the Australian Defence Force and Pacific Island Nation stakeholders.

The role requires that you have the ability to multitask in a highly dynamic environment, demonstrate attention to detail, a positive attitude and the ability to succeed in a close-knit team environment. You will have opportunity to showcase your skills in records management, asset management, data entry, process development and procurement.

Your strong administrative knowledge, excellent communication skills and amazing interpersonal skills will be the keys to your success in this role. You will be required to demonstrate a commitment to customer service and an agile approach to service delivery in an environment where priorities can change very rapidly.

The PPBSPO are a tight knit team who enjoy a supportive and positive work culture. You will be working in a small team

environment, providing all business support and administrative requirements for a busy team of functional and operational subject matter experts

About our Team

Since the 1960s, Australia has undertaken a range of capacity-building and engagement activities in the South Pacific and Southeast Asia under the Defence Cooperation Program.

The Centrepiece of Australia's Defence engagement in the Pacific is the Pacific Patrol Boat (PPB) Program, this involved gifting of 22 Pacific Class Patrol Boats between 1987 - 1997 and the current PPB replacement program, which is providing 22 new Guardian Class Patrol Boats to participating Pacific Island Countries (PICs) and Timor-Leste.

Whilst the Pacific Patrol/Guardian Patrol Boats are participating (PIC) sovereign assets, Australia is committed to providing a range of sustainment and support activities in enabling the PICs to maintain a maritime surveillance capability and capacity. This capability is primarily provided through the Pacific Patrol Boat System Program Office (PPBSPO) and includes maintenance, engineering, technical and logistics support services to ensure the ongoing safety, sea worthiness and operational capability of the PIC maritime assets.

Our Ideal Candidate

As Business Support Officer within the PPBSPO, you will work in a dynamic and diverse environment requiring a number of key competencies.

- Extensive administration experience, preferably in a similar operating environment
- Skilled in the use of Microsoft Office, particularly Outlook and Excel
- Demonstrated agility in responding to stakeholders requirements
- The ability to effectively prioritise workloads based on organisational requirements
- Highly effective communication and stakeholder engagement skills.
- Efficient, dedicated and accountable for the quality of your work
- Have a strong desire to contribute to overall success of the team and possess a “can do attitude”

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	David Leszczewicz, 0499 583 956
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=909D1104-9980-6CF4-927C-D200DADB1D48

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Defence

Vacancy VN-0729373

Department of Defence

Closing Date: Thursday 28 September 2023

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	FIC WG Coordinator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	CASG/08604/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1D64EFE7-EC3E-EB36-008D-D200DAD6DD7C>

Duties

The Role

As a FIC Working Group Coordination Officer you will provide FIC Coordination & Integration (C&I) and ILS Support (Integrated Product Support) to the AIR6500 series program to support the successful implementation of the projects, spanning work to achieve individual Project FIC C&I and ILS tasks in support of both individual projects (working to their PMs) and synchronised/synthesised "programmatic" Capability Integration goals that benefit multiple projects within the program.

The AIR6500 Fundamental Inputs to Capability (FIC) Working Group Coordinator, working to the DD Capability Integration, will be responsible for supporting tasks for FIC C&I and ILS sub-tasks for the Air Defence Systems Branch AIR6500 series program and Projects within the program (hereafter called "the program").

- Conduct Working Group tasks for Capability Integration, comprising FIC requirements to support the program.
- Assist with the development of the FIC Coordination Plans (FCP's) and related ILS artefacts for the program.
- Assist with the conduct of FIC and ILS Working Groups for the program.
- Support the CASG facilities representative at SEG run Facilities Working Groups for the program.
- Develop, nurture and effectively engage stakeholder relationships with the capability manager (AFHQ), RAAF customer (SRG/41WG/3CRU/114MCRC), other Defence organisations and industry.

- Effectively engage with program and project team members.
- Effectively coordinate, communicate and collaborate with the Integrated Logistics Support Managers, FIC Coordinators and project transition staff within the program.
- Conduct additional ILS tasking as required to support the Deputy Director Capability Integration and ILSMs as required.
- Conduct and oversee support tasks to maintain mechanism such as Request for Information Registers and SharePoint/Web tools, provide meeting support, support to ERP introduction and House of Governance. Acquire technical skills in support of taskings and roles as they develop.
- Maintain an effective working relationship with other Air Defence Systems staff, AFHQ, IAMD PMO and stakeholder groups to ensure that there is effective coordination of all activities in support of organisational objectives.

About our Team

The recently announced 2023 Defence Strategic Review stated that Defence must deliver a layered Integrated Air and Missile Defence (IAMD) operational capability urgently. Which means there are exciting opportunities to work on this critically important defence capability. As an integral part of the Air Defence Systems Branch, you will be working with a highly motivated team of people who are committed to delivering this multi-billion dollar capability to the Australian Defence Force. CASG ADS Branch will deliver four projects as part of the IAMD program:

- AIR6500 PH1 (Joint Air Battle Management System),
- AIR6502 PH1 (Medium Range Ground-Based Air Defence),
- AIR6503 PH1 (Advanced and High Speed Missile Defence) and
- AIR7004 PH1 (Theatre Air Control System).

If you enjoy flexible working conditions and embody the APS values of impartiality, commitment, accountability, respectfulness and ethics we have career opportunities for you.

Our Ideal Candidate

AIR6500 Program FIC Working Group Coordinator will have either; a solid CASG Graduate Program, Defence ADF/APS ILS or Capability Development background, an appreciation of the 'Capability Life Cycle' as expressed in the One Defence Capability System, and an appreciation of the structure of the ADF, its Services, their ILS and FIC requirements, and the war fighting roles that are performed.

They will be able to rapidly learn to draft high quality Defence documentation including plans and concepts, pay attention to accuracy and detail, display initiative and work independently within the management structure.

They will demonstrate high level analytical skills, be well organised and able to set realistic goals and schedules, identify and manage risks, communicate well in writing and in person, and be able to form strong respectful relationships with peers, subordinates, superiors and a broad stakeholder base.

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	SQNLDR Stewart Kingshott, 07 5362 7249
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1D64EFE7-EC3E-EB36-008D-D200DAD6DD7C

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Defence

Vacancy VN-0729385

Department of Defence

Closing Date: Thursday 05 October 2023

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Engineering Governance and Assurance Manager - Out of Port Vessels
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	NSSG/08654/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=945934D9-2FC5-9ED0-B415-D200DC2F1986>

Duties

The Role

The Out of Port Vessels Engineering Governance and Assurance Manager is accountable under broad direction to perform and achieve very complex systems engineering work within an integrated workforce. They will work under the direction of the Principal Engineer within the AORCA SPO Enterprise Engineering section at Fleet Base West.

The Engineering Governance and Assurance Manager will be responsible for:

- Providing AORCASPO governance across the engineering team and all activities
- Establishing the Technical Support Network
- Overseeing Engineering Audits and supporting their conduct
- Ensuring compliance of Engineering Plans within the team
- Managing Enterprise Plans, their status and relevant renewal dates

The Engineering Governance and Assurance Manager is a team lead and will be accountable for the outcomes of the teams work and the appropriate use of resources to produce and achieve outcomes. They are expected to be capable of building team capability through coaching and feedback and reviewing and developing the quality of work undertaken by others within the team. They may exercise the associated people and financial responsibilities to achieve work unit outcomes.

The Engineering Governance and Assurance Manager will be responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development of their work area.

About our Team

The Auxiliary Oiler Replenishment and Commercial Auxiliary Systems Program Office (AORCASPO) is part of the Major Surface Ships Branch (MSS) within Maritime Systems Division (MSD). We are a diverse workforce, which includes Australian Defence Force personnel, Australian Public Servants and Defence Industry Partners.

AORCASPO sustains a range of maritime capability, from the new replenishment oilers (AORs) to auxiliary commercial vessels. The AOR vessels carry fuel, dry cargo, water, food, ammunition, equipment and spare parts in operational support for the deployed naval or combat forces operating far from port on the high seas.

In addition to replenishment, the ships can be used to combat against environmental pollution at sea, provide logistics support for the armed forces, and to support humanitarian operations and relief operations following natural disasters. The auxiliary commercial vessels include maritime aviation and navigation training vessels, a border force protection cutter, as well as submarine search and rescue capabilities.

Our Ideal Candidate

You will be a team player with highly developed communication and stakeholder management skills. Within this position we are looking for someone who genuinely fosters a curiosity for innovative possibilities and an enthusiasm to learn and drive change in order to gain efficiencies. You need to display an ability to learn rapidly and adapt quickly to changing complex situations and uncertainty. They need to take ownership of outcomes, and lead tasks to success.

You will possess excellent interpersonal, negotiation and verbal communication skills and will be required to regularly liaise and coordinate with a broad range of stakeholders, including executives, contractors, APS and ADF members. Highly developed written communication skills

will be required to review and prepare documentation. This is a desk based position involving computer use and working with others towards shared goals in a collaborative team environment.

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	Liam Donley, 02 9537 1196
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=945934D9-2FC5-9ED0-B415-D200DC2F1986

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Defence

Vacancy VN-0729397

Department of Defence

Closing Date: Thursday 21 September 2023

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Business Operations Director
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$129,391 - \$155,309
Classification	Executive Level 2
Position Number	GWEO/08426/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D095B17B-1C77-8D9B-6A8E-D200DD40A059>

Duties

The Role

Is your career missing that spark?

Are you looking to make a real impact?

Introducing Guided Weapons & Explosive Ordnance Delivery Division (GWEO DD). Work at the heart of a critical, national building Defence enterprise that is fast-tracking the delivery of Guided Weapons and Explosive Ordnance, in line with the Government's announcements in the Defence Strategic Review.

We have an EL 2 Administration Management opportunity in the GWEO DD that will work independently to achieve outcomes, and exercise both initiative and sound judgement in the following areas:

- Business Operations;
- Program Support Management;
- Stakeholder Management; and
- Workforce Planning.

Based in Canberra, you will spend your days:

- Leading and managing a team, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes;
- Performing complex procedural, operational, administrative and business support activities and tasks that support the delivery of outcomes for the GWEO Delivery Division;
- Applying the skills, knowledge and experience necessary to provide advice and services for a range of complex corporate, administration and business support activities;
- Supporting People Data Management activities, workforce planning and recruitment processes;
- Engaging and negotiating with stakeholders on complex issues to achieve business outcomes;
- Leading and supporting activities, events and continuous improvement; and
- Managing input to produce relevant, timely and accurate reports and ensuring reporting activities adhere to program standards and frameworks.

Right now is the most exciting time to be at the cutting edge of innovation and work on a high profile expanding enterprise for Defence This role will present you with a unique opportunity to

influence and solve strategic issues, while gaining invaluable exposure to advance your career.

About our Team

The Explosive Material Branch (EMB) is an integral part of GWEO Delivery Division. EMB is made up of various disciplines (including project and product management, engineering and logistics) required to acquire and sustain Guided Weapons and Explosive Ordnance for the ADF. EMB staff are located in Canberra, Penrith, Amberley, Melbourne and Stirling WA.

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

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

In GWEO Delivery Division, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation. Other benefits include:

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

Our Ideal Candidate

Our ideal candidate will be an Administration Director who possess the following qualities:

- Lead develop and manage a high-performing team within an integrated workforce; Think strategically, provide advice and solutions to complex issue;
- Has excellent stakeholder engagement and communicate skills to effectively deal with a diverse range of business areas and levels;
- Works collaboratively and negotiates with others, to achieve goals;
- Undertake complex administrative activities, within defined timelines; and
- Build a high-performing collaborative team environment, with the ability to change culture.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Mark Scougall, 02 5108 6611
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D095B17B-1C77-8D9B-6A8E-D200DD40A059

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Defence

Vacancy VN-0729425

Department of Defence

Closing Date: Thursday 21 September 2023

NAVY
Navy Engineering

Job Title	Technical Mastery Development Officer
Job Type	Full-Time, Ongoing
Location	Garden Island NSW, Waverton NSW, Larrakeyah NT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	NAVY/08671/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E8753238-77FE-5569-6263-D2018C66C254>

Duties

The Role

As part of a national team, the Technical Mastery Development Officer (TMDO) works closely with the Regional Manager, to

support junior sailor's technical mastery, including trade progression within their region.

Main duties include:

- Management of the industry and ADF centred secondment and outplacement programs, including the effective management of associated agreements and Deeds to ensure members develop their trade and technical mastery,
- Identification and implementation of new opportunities for technical mastery development, including internal and external courses, placements and other education experiences,
- Support members Trade Journal progression and development of Navy Engineering Mastery Objectives,
- Establish individual training development plans with FSU member to ensure they meet their career and technical trade progression needs, including meeting Australian Skills Quality Authority (AQSA) competency journal requirements,
- Accountable for administrative practices and processes, ensuring adherence to industry and defence regulatory and business requirements.

About our Team

The mission of Fleet Support Unit – Australia (FSU-AUST) is to provide Australia wide maintenance repair, overhaul and technical services to NSSG/CASG and Royal Australian Navy, and by doing so also increase technical mastery of our personnel.

A key enabler for this to occur is the Technical Mastery Development Officer (TMDO), which is out-posted from the National Office in Sydney CBD. FSU-AUST is geographically dispersed across four states and made up of approximately 800 technical sailors and a small number of APS staff. We are the largest employer of technical sailors in the Navy and maintain a large number of secondments with industry suppliers to upskill our workforce.

In concert with highly skilled staff, FSU maintains significant engineering facilities and capabilities, which are used to generate extensive sustainment cost savings to Defence.

The National Office comprises of approximately 40 team members headed by the Executive Director.

Our Ideal Candidate

The ideal candidate will pose strong interpersonal skills to build relationships, be able to tailor communication style and language to communicate effectively with internal and external stakeholders.

The ability to work within a team and collaborate with the wider team across FSU-AUST to meet organisational goals.

Manage workflows, resources, prepare work area and team plans detailing measurable milestones and expected outcomes. FSU are looking for someone who can demonstrate a passion for compliance and assurance as well as continuous improvement in training and technical mastery development.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Jason Tudman, 02 8251 1853
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E8753238-77FE-5569-6263-D2018C66C254

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Defence

Vacancy VN-0729444

Department of Defence

Closing Date: Thursday 21 September 2023

NAVY
Deputy Chief of Navy

Job Title	Navy Psychologist
Job Type	Full-Time, Ongoing
Location	Hmas Cerberus VIC
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	NAVY/08695/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4AAB8A29-7562-024C-7DEB-D2018E253E99>

Duties

The Role

The Navy Psychologist position is located in HMAS Cerberus (Crib Point, Victoria) and works within Navy Health Services. The position is responsible for delivering a range of organisational psychology services to Navy Command and personnel, including specialist selection and psychological assessments. The position supports mental health training and programs to Navy personnel, and provides psychological advice to Command and Health professionals.

This is a civilian (non-uniformed) role, as part of the Australian Public Service (APS) workforce within Navy.

About our Team

Navy Psychology provides psychological support to Navy's uniformed workforce and contributes directly to Navy's capability and national security. The Navy Psychology team at HMAS Cerberus (Crib Point, Victoria) comprises of high-performing civilian and uniformed psychologists, and is a valued element of the overall Navy team.

The Navy Psychologist role strengthens the Navy workforce by delivering best-practice resilience and mental health programs, and by working with Navy leadership to optimise members' performance.

Our Ideal Candidate

To be successful in this role, you will require:

- Experience in providing a range of organisational psychology services, psychological assessments and mental health training
- Experience liaising with Health professionals and stakeholders to achieve mental health outcomes
- Well-developed written and oral communication skills

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Full and unconditional registration as a Psychologist with AHPRA.

Notes

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

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To Apply

Position Contact	Matthew Maher, 03 5931 8374
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4AAB8A29-7562-024C-7DEB-D2018E253E99

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Defence

Vacancy VN-0729447

Department of Defence

Closing Date: Thursday 21 September 2023

Australian Defence Force Headquarters
Vice Chief Defence Force Executive

Job Title	Strategic Advisor & National Director
Job Type	Full-Time, Ongoing
Location	Russell Hill ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	ADFHQ/08313/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=1D7129DA-DF30-1210-4701-D2018E3393EB>

Duties

The Role

Joint Warfare Development Branch is seeking enthusiastic individuals to contribute to the Department of Defence's key policy and national security functions to protect and further Australia's national interests. Your role will be to strengthen Australia's national security and economic resilience by using your analytical and critical thinking skills to enhance Defence's capability decisions through Joint concepts development. We are seeking individuals who may have broad experience across financial assurance, program and project management, engineering, scheduling, commercial and procurement, policy and strategy and/or data analytics.

In considering the role, there are two primary tasks required to be conducted. You will work as part of a supportive team with a high level of understanding of strategic guidance, threat assessments, and technology development that can be distilled into clear direction for the Joint Force through concept development. You will act as Australia's National Director on a multinational engagement board that includes regular activities with a 25 member group (23 nations, NATO and EU represented).

You will engage closely with Concept Sponsors and other stakeholders to understand the proposed outcomes as well as providing advice on Defence and Government requirements for concept approval. You will develop briefs to inform discussions and assist in decision making, as well as have opportunities to brief senior executives within the division in preparation for key committees.

Capability Analyst roles within the Division are considered a Defence critical APS occupational discipline; therefore, suitable candidates will attract a Building Defence Capability Payment (BDCP) whilst maintaining an effective performance rating.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review.

About our Team

Our team is a mix of uniformed ADF members, contractors and APS staff. We are seeking highly motivated, resilient and collaborative individuals to join our Branch, and contribute to our strategic goals. To succeed in the role, you are encouraged to respectfully challenge conventional views to facilitate and enable the development of strategic, agile and evidence-based solutions. You will have highly developed critical thinking and reasoning skills and be able to analyse complex and technical documents, identify issues, draw accurate conclusions and develop responses supported by evidence.

You will possess strong writing, analytical and excellent interpersonal skills, including the ability to build constructive professional relationships with senior stakeholders outside of your immediate work area. You'll bring energy and integrity to the role and contribute to a culture that promotes a shared sense of purpose, whilst encouraging your team to make an effective contribution towards high impact outputs. Strong strategic thinking, resilience and planning skills are essential to roles at this level.

Joint Warfare Development Branch offers flexible working arrangements, including part time and job share opportunities. We are committed to upskilling our workforce, providing numerous opportunities to expand your skills and knowledge through training and development, along with opportunities to experience cutting edge Defence capabilities up close.

Our Ideal Candidate

Joint Warfare Development Branch is within Defence's strategic centre and supports senior Defence committees by developing Joint Concepts that inform Defence capability and structures. In particular Joint Warfare Development Branch provides assurance that Joint Concepts align with Defence strategy and Government direction. We are an inclusive, collaborative and creative team, leveraging our innovation and diversity to provide unbiased, honest and timely advice for Defence decision makers.

Candidates will be able to use all Microsoft applications. Candidates will coordinate, review and compile documents such as concepts, papers, powerpoint presentations, minutes, briefs and reports. Templates and examples will be available for document types. Use of file structure programs (eg Objective) is a benefit.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Ryan Orders, 0416 166 674
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1D7129DA-DF30-1210-4701-D2018E3393EB

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Defence

Vacancy VN-0729450

Department of Defence

Closing Date: Thursday 21 September 2023

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Assistant Director Environment
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	CASG/08688/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=1DC6580D-28E7-7D40-EA2E-D2018E4705F0>

Duties

The Role

The Assistant Director Environmental works with considerable independence planning and leading very complex environmental management work in the Capability Acquisition and Sustainment Group.

The Assistant Director Environment will work within a framework of legislation and policies to build and deliver an environmental management system for the Capability Acquisition and Sustainment Group.

You will take the initiative for developing CASG environmental policy and practice, reviewing performance and identifying opportunities for continuous improvement.

The Assistant Director Environmental will engage across the Group and broader Department to mature our environmental capability and ensure environmental risks are identified and managed. You are expected to initiate and maintain strong relationships with a network of internal and external stakeholders.

About our Team

The Directorate of Health Safety and Environment is responsible for the delivery of group work health and safety and environment governance, policy and processes; specialist advice and support; assurance; and continuous improvement projects.

Our Ideal Candidate

Our ideal candidate has:

- Experience developing and delivering an environmental management system in a large complex organisation;
- Excellent interpersonal skills with proven ability to consult and cooperate with stakeholders;
- Strong written communication skills and a demonstrated ability to prepare high quality reports, briefings and committee papers.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Leanne Steinman, 02 5109 8972
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1DC6580D-28E7-7D40-EA2E-D2018E4705F0

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Defence

Vacancy VN-0729513

Department of Defence

Closing Date: Thursday 21 September 2023

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Quality Assurance Officer
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	NSSG/08389/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=12F0ED8E-154E-B68B-9D94-D201C9261DB7>

Duties

The Role

The Collins Submarine Program within Naval Shipbuilding and Sustainment Group is responsible for the maintenance and programmed upgrade of Australia's Collins Class submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability of Collins. Whether you are looking to start your journey in Quality or you are a seasoned QA Officer, we are looking for capable, flexible and bold problem solvers to jump into a range of challenging and rewarding roles.

As a member of the Quality team, you will perform governance and assurance work in support of the certified ISO 9001:2016 Quality Management System. You will have an understanding of the AS/NZS ISO 9001:2016 Quality Management System requirements, develop and maintain knowledge of relevant process, product and contract compliance, which will be applied in a proactive audit and assurance program. You will also identify and define issues, and report on non-conformances to ensure the accuracy and effectiveness of internal processes. You will formalise your findings through excellent report writing and documentation.

This position is required to:

- Have exceptional attention to detail and a high level of accuracy to perform complex assurance activities on external stakeholders applying technical knowledge;
- Coordinate and perform quality assurance, governance, auditing and corporate reporting activities;
- Provide guidance on the management of quality assurance processes and business planning including the review and improvement of business activities;
- Develop, implement and review quality assurance and governance procedures, practices and frameworks;

- Contribute to the strategic review of quality assurance systems in the areas of strategic and business planning, performance measurement and continuous improvement;
- Have strong verbal and written communication skills with the ability to tailor communication style and language according to the audience's level of knowledge, skill and experience;
- Have strong stakeholder engagement skills to build and sustain effective relationships with team members, management and stakeholders;
- Analyse and suggest improvements to quality assurance policies and procedures to ensure appropriate performance against best practice;
- Design and implement solutions to issues impacting on the achievement of desired outcomes;
- Assess technical packages, reports, processes, product and equipment performance to meet specified requirements and identify and report non-conformances.

About our Team

The Quality team are responsible for the management of the Quality Management System and providing Quality assurance activities across the Collins Submarine Program, working closely in partnership with Defence Industry partners.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that aren't always nine to five.

Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the 'Employment Agreement' section of this information pack.

If you require further information please email build.the.future@defence.gov.au

Our Ideal Candidate

The ideal candidate will be self-motivated and have an understanding of regulations, license and standards of practice; engage with stakeholders and perform business process monitoring ensuring adherence to regulatory, license and contract requirements. You will also be able to recommend, communicate and provide reporting of compliance and initiate remedial actions. Furthermore, you will contribute to strategic planning, program management and policy development within the group.

The ideal candidate will be accountable under broad direction to perform and achieve complex quality assurance activities within an integrated workforce. You will be accountable for organising your workflow and making independent decisions relating to your area of responsibility. You will be accountable to have and maintain a well-developed understanding of compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements to achieve results through the conduct of analysis and auditing, demonstrating excellent report writing skills.

The ideal candidate will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures providing detailed quality assurance advice in relation to complex work.

The ideal candidate will have a considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues. You will be required to identify, anticipate and respond

to stakeholders' needs and expectations to achieve work unit and Defence outcomes. You will also be accountable to contribute towards ongoing self-improvement and professional development. **Eligibility**

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Build the future, build.the.future@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=12F0ED8E-154E-B68B-9D94-D201C9261DB7

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Defence

Vacancy VN-0729514

Department of Defence

Closing Date: Thursday 21 September 2023

Associate Secretary Group
Enterprise Transformation and Governance

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Russell Hill ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	ASG/08736/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BD6D5762-FA25-4A7E-2172-D201C935C722>

Duties

The Role

Enterprise Committees has an exciting and unique opportunity for motivated professionals to provide administrative support to the strategic center of Defence.

Operating as part of a collegiate and supportive Branch, the opportunities presented are to:

- Gain an in-depth understanding of how senior leaders consider and make decisions on key strategic policies and capability programs and how options are presented to Government for consideration.
- Analyse issues of significant equity to the Associate Secretary and develop privileged insights into the operation of Defence.
- Influence the optimal functioning of the enterprise committees in supporting strategic and enterprise decision making.

The role will provide administrative support and assistance to Defence's high-level committees. The team operates at a high tempo to assist Committee Chairs by managing respective forward work programs, agendas, paper distribution, developing outcomes and tracking committee actions. Committees supported are:

- Defence Committee – Chaired by the Secretary and the Chief of the Defence Force;
- Strategic Policy Committee – Chaired by the Secretary;
- Chiefs of Service Committee – Chaired by the Chief of the Defence Force;
- Enterprise Business Committee – Chaired by the Associate Secretary; and
- Investment Committee – Chaired by the Vice Chief of the Defence Force.

About our Team

Enterprise Committees is a dynamic, high performing team supporting the operations of senior decision making forums to enable Defence's senior leaders. The team has exposure to critical issues, by being in the strategic centre of the Department.

Key functions performed within the team include:

- Provide advice to Defence's senior leadership on a range of policy issues including to the Chair of Defence Committees and senior leaders on outcomes, anticipating and responding by exercising initiative and judgement to achieve strategic outcomes.
- Attend senior Departmental committees and draft outcomes and decisions to circulation across senior officials.
- Be part of a high performing team to deliver strategic, analytical and administrative support to Defence senior leadership.

Our Ideal Candidate

Our ideal candidate will be highly motivated with a curiosity for how government works. They will have the following experience, skills or aptitude:

- We operate in a high tempo environment with competing priorities, the ability to manage these while leading a team.
- Desire to be part of a high-performing team while contributing and driving a positive inclusive culture.
- Working as a collaborative team member with a strong work ethic, displaying integrity and sound judgement while contributing to strengthening the team's capacity.
- Build and manage strong working relationships, within the Department, across the Commonwealth to facilitate cooperation and deliver high quality outcomes.
- Work strategically, by identifying emerging issues and exercising initiative, under limited direction.
- Respect and display awareness for diversity.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Jessica Horsburgh, 02 6132 7895
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BD6D5762-FA25-4A7E-2172-D201C935C722

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Defence

Vacancy VN-0729527

Department of Defence

Closing Date: Thursday 21 September 2023

Associate Secretary Group
Enterprise Transformation and Governance

Job Title	Senior Analyst
Job Type	Full-Time, Ongoing
Location	Russell Hill ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	ASG/08727/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2547724E-DFB5-B997-6F43-D201C9BE8610>

Duties

The Role

The Analyst role within Enterprise Committees plays a key role in providing decision support to Defence senior leaders. This Analyst provides support and advice to the Secretary, the Chief of the Defence Force, the Associate Secretary and the Vice Chief of the Defence Force.

Working in Enterprise Committees will expose you to our most senior decision-making forums, providing invaluable insights to both priorities and process. Providing candidates with the unique opportunity to sit in on senior decision-making discussions, write outcomes, and provide advice on matters being considered.

We are seeking a number of suitably skilled and experienced applicants who can demonstrate skill and/or experience in:

- Undertaking analytical work on papers, policy or decisions;
- High-level stakeholder engagement (including cross-agency);
- High-level written and verbal communication;
- Sound professional judgement;
- Strong analytical and critical thinking; and
- Ability to align Departmental decision making, programs, projects and outcomes with Defence Strategic objectives.

About our Team

Enterprise Committees is a dynamic, high performing team undertaking analysis on items being considered in senior forums to support Defence's senior leaders. The team has exposure to critical issues, by being in the strategic centre of the Department.

Committees supported by the Enterprise Committees team:

- Defence Committee – Chaired by the Secretary and the Chief of the Defence Force;
- Strategic Policy Committee – Chaired by the Secretary;
- Chiefs of Service Committee – Chaired by the Chief of the Defence Force;
- Enterprise Business Committee – Chaired by the Associate Secretary; and
- Investment Committee – Chaired by the Vice Chief of the Defence Force.

Key functions performed within each section include:

- Provide advice to Defence's senior leadership on a range of policy issues including to the Chair of Defence Committees and senior leaders on outcomes, anticipating and responding by exercising initiative and judgement to achieve strategic outcomes.
- Attend senior Departmental committees and draft outcomes and decisions to circulation across senior officials.
- Be part of a high performing team to deliver strategic, analytical and administrative support to Defence senior leadership.

Our Ideal Candidate

Our ideal candidate will be highly motivated with a curiosity for how government works. They will have the following experience, skills or aptitude:

High-level written and analytical skills, to deliver verbal briefing papers to the most senior members of Defence's leadership.

We operate in a high tempo environment with competing priorities, the ability to manage these while leading a team.

- Desire to be part of a high-performing team while contributing and driving a positive inclusive culture.
- Working as a collaborative team member with a strong work ethic, displaying integrity and sound judgement while contributing to strengthening the team's capacity.
- Well-developed research and analytical skills to provide strategic policy advice and/or strong program management.
- Build and manage strong working relationships, within the Department, across the Commonwealth to facilitate cooperation and deliver high quality outcomes.
- Work strategically, by identifying emerging issues and exercising initiative, under limited direction.
- Respect and display awareness for diversity.

Eligibility

Security Clearance:

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

Notes

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

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

To Apply

Position Contact	Jessica Horsburgh, 02 6132 7895
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2547724E-DFB5-B997-6F43-D201C9BE8610

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Education, Skills and Employment

Vacancy VN-0729507

Department of Education (EDUCATION)

Closing Date: Thursday 21 September 2023

Strategy, Data and Measurement
Analysis, Data and Measurement Office of the Chief Data Officer

Job Title	Data Governance Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	City ACT
Salary	\$83,908 - \$89,706
Classification	APS Level 5
Position Number	23/2632 EXT
Agency Website	https://www.education.gov.au/

Job Description

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

The Office of the Chief Data Officer (OCDO) works across the Department of Education, driving the department's data agenda through work on cross-cutting issues involving data and data governance. Data governance refers to the frameworks, policies and processes that the department follows to maximise the value of data while managing risks.

The team actively works to build the capability of all staff to better use and understand data. The team also leads and contributes to data governance projects across the department and the broader APS. This work is often responsive, sometimes fast paced, and requires creative solutions to a diverse range of existing and emerging issues.

Reporting to an Assistant Director, the Data Governance Officer contributes to the implementation of the department's Data Strategy and leads work to build departmental capability in managing and using data effectively for policy and program delivery. The areas of focus of the Data Strategy include:

- culture and leadership
- staff capability
- governance
- analytics and visualisation
- data release, sharing and use and
- data infrastructure.

Duties

Responsibilities of the Data Governance Officer may include:

- supporting and maintaining effective working relationships with internal and external stakeholders to advance the department's data agenda
- assisting the implementation of initiatives to drive improvements to the department's data management and data governance processes and frameworks
- helping to undertake and/or design activities to support the department's data capability, including but not limited to the development of reference and training materials
- communicating complex information to a range of audiences through high-quality written materials including papers, presentations, briefs and reports
- conveying a positive and professional image of the department and modelling the expected behaviours of the APS Code of Conduct and APS Values.

Eligibility

Citizenship: 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.

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

Notes

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

About the Department of Education (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	Cara Stafford, 02 6121 3063
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU

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Education, Skills and Employment

Vacancy VN-0729545

Department of Education (EDUCATION)

Closing Date: Thursday 21 September 2023

Strategy, Data and Measurement
Analysis, Data and Measurement Office of the Chief Data Officer

Job Title	Senior Data Governance Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Adelaide SA, Perth WA
Salary	\$94,332 - \$103,731
Classification	APS Level 6
Position Number	23/2601
Agency Website	https://www.education.gov.au/

Job Description

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

The Office of the Chief Data Officer (OCDO) works across the Department of Education, driving the department's data agenda through work on cross-cutting issues involving data and data governance. Data governance refers to the frameworks, policies and processes that the department follows to maximise the value of data while managing risks.

The team actively works to build the capability of all staff to better use and understand data. The team also leads and contributes to data governance projects across the department and the broader APS. This work is often responsive, sometimes fast paced, and requires creative solutions to a diverse range of existing and emerging issues.

Reporting to an Assistant Director, the Senior Data Governance Officer contributes to the implementation of the department's Data Strategy and leads work to build departmental capability in managing and using data effectively for policy and program delivery.

The focus areas of the Data Strategy include:

- culture and leadership
- staff capability
- governance
- analytics and visualisation
- data release, sharing and use and
- data infrastructure.

Duties

Responsibilities of the APS 6 Senior Data Governance Officer may include:

- building and maintaining effective working relationships with internal and external stakeholders to advance the department's data agenda
- implementation of initiatives to drive improvements to the department's data management and data governance processes and frameworks
- undertaking and/or designing activities to support the department's data capability, including but not limited to the development of reference and training materials
- communicating complex information to a range of audiences through high-quality written materials including papers, presentations, briefs and reports
- conveying a positive and professional image of the department and modelling the expected behaviours of the APS Code of Conduct and APS Values.

Eligibility

Citizenship: 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.

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

Notes

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

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

About the Department of Education (EDUCATION)

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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	Cara Stafford, 02 6121 3063
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU

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Environment and Energy

Vacancy VN-0729546

Clean Energy Regulator

Closing Date: Sunday 24 September 2023

Legal Services and Governance
Legal Services and Governance Secretariat and Disclosure

Job Title	Assistant Manager - Regulatory Support and Secretariat
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$112,758 - \$128,263
Classification	Executive Level 1
Position Number	CER 104/23
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

<http://www.cleanenergyregulator.gov.au/About/Work-for-us>

About Us

Do you want to make a real contribution to accelerating carbon abatement for Australia?

At the Clean Energy Regulator, you're signing up for a challenging and rewarding workplace. All our work is connected to measuring, managing, reducing or offsetting carbon emissions and increasing the use of clean energy in Australia. For more information see About the Clean Energy Regulator.

The Agency

There are a range of perks working at our agency.

We are inclusive and agile, with staff at all levels being part of conversations with the senior executive and being offered the opportunity to experience different types of work.

We offer flexible working arrangements and competitive salary packaging. Work-life balance is important to us – we are committed to keeping you energised and committed in your role and our purpose.

Our People

We say hello in the elevator and go above and beyond to help each other in our day-to-day work. If you're a collaborator, passionate about the environment and love to innovate, you'll fit right in!

We pride ourselves on our diverse and inclusive workplace. If you're Aboriginal or Torres Strait Islander peoples, living with disability or a mature age worker, we encourage you to apply.

About the Branch

The Legal Services and Governance Branch supports the operations of the Clean Energy Regulator through the provision of in-house services:

- legal advice,
- secretariat support for governance committees (including the Board),
- Freedom of Information and disclosure,
- risk, and
- internal fraud.

We provide independent and objective risk and audit assurance and advisory services that seek to provide confidence in the ability of the agency's people, processes, and systems to deliver on its objectives. This includes the development and maintenance of operational risk and governance frameworks, advice and assurance activities (including the annual internal audit work program), that support the agency's approach to good governance and, risk management. We assist the Regulator Board and key agency governance committees to effectively function and contribute to the agency's reputation as a trusted, relevant and expert institution through the management of a suite of conformance obligations.

Our overarching purpose is to ensure that the agency has the information it requires, when it requires it, to make robust decisions.

Key functions of the Branch include:

- drafting and/or clearing legal documents,
- managing compliance with obligations under FOI and Ombudsman schemes,
- coordinating the conduct of administrative, civil and criminal litigation,
- coordinating the internal review and complaints management processes,
- overseeing the agency governance framework, including managing all strategic and key accountable business committees,
- delivering co-ordinated input into amendments to existing legislation, and
- ensuring effective regulatory reform.

About the Section

The Secretariat and Disclosure Section supports our decision makers by ensuring that they have the information they need to make good, transparent decisions and achieve the right outcomes as quickly and effectively as they can.

We support the Regulator and the agency including through:

- assisting the Regulator Board and key governance committees to effectively function,
- publishing information on the structure and operation of the agency's governance framework,
- managing processes for complaints handling, reviewing internal statutory decisions, and ensuring compliance with obligations under the Freedom of Information Act 1982 and Commonwealth Ombudsman schemes,
- advising business areas, including data stewards and data custodians, on appropriate mechanisms for the lawful disclosure of the Regulator's protected information, and
- liaising with the Office of Best Practice Regulation in relation to Regulatory Impact Statement requirements.

The section's role is evolving to meet the needs and resourcing requirements of the agency and its officers will be expected to exercise good judgement in everything they do – understanding that process, lateral vision ('joining the dots'), and good judgement (including the active management of issues and support of decision makers) are all essential to ensuring the CER makes the best possible decisions. **Duties**

Candidates at the EL1 (Assistant Manager) level will be expected to:

- Deliver the section function to support key governance committees, including the Regulator Board and Audit Committee, and maintain the agency's published governance framework.
- Exercise sound judgment and guide continuous improvement to:
 - deliver appropriate support to chairs and members for agency governance committee meetings,
 - liaise with, and provide relevant advice to, other areas of the agency and external stakeholders,
 - streamline and improve the secretariat function, including refining work and record keeping processes, developing tools, templates and reports, and documenting operating procedures, and
 - monitor and report on section functions, workload and work allocations.
- Ensure quality outputs and build team capability through coaching, providing performance feedback and encouraging development opportunities.
- Build strong networks with colleagues across the agency, external governance committee members and the Department of Climate Change, Energy, the Environment and Water.
- Provide strategic input on issues affecting the section to support the section manager and senior executive.
- Support delivery of other section functions to assist agency compliance with legislative secrecy, disclosure, internal decision review, Freedom of Information and Information Publication Scheme requirements if workload or capacity constraints require.

Qualifications/Experience

- Leadership and management experience.
- Secretariat and governance experience.
- Experience working with and interpreting legislation.
- Tertiary qualifications are desirable.

For more information on the position and how to apply, please click '**Apply**'.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment.

It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a Baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011 • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. The diversity of our staff is important to us. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

To Apply

Position Contact	Helen Stokes, 02 6159 3358
Agency Recruitment Site	http://www.cleanenergyregulator.gov.au/About/Work-for-us

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Environment and Energy

Vacancy VN-0729558

Clean Energy Regulator

Closing Date: Tuesday 19 September 2023

Scheme Support
Policy, Markets and Data Guarantee of Origin Implementation Team

Job Title	Implementation Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$83,865 - \$104,302
Classification	APS Level 5;APS Level 6
Position Number	CER 106/23
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

<http://www.cleanenergyregulator.gov.au/About/Work-for-us>

About Us

Do you want to make a real contribution to accelerating carbon abatement for Australia?

At the Clean Energy Regulator, you're signing up for a challenging and rewarding workplace. All our work is connected to measuring, managing, reducing or offsetting carbon emissions and increasing the use of clean energy in Australia. For more information see About the Clean Energy Regulator.

The Agency

There are a range of perks working at our agency.

We are inclusive and agile, with staff at all levels being part of conversations with the senior executive and being offered the opportunity to experience different types of work.

We offer flexible working arrangements and competitive salary packaging. Work-life balance is important to us – we are committed to keeping you energised and committed in your role and our purpose.

Our People

We say hello in the elevator and go above and beyond to help each other in our day-to-day work. If you're a collaborator, passionate about the environment and love to innovate, you'll fit right in!

We pride ourselves on our diverse and inclusive workplace. If you're Aboriginal or Torres Strait Islander peoples, living with disability or a mature age worker, we encourage you to apply.

About the Branch

The role of the Policy, Markets and Data Branch is to provide insights, solutions and advice to decision makers, policy makers and the market to improve scheme operations and position the agency as a modern, efficient, and effective regulator. We also support the Chief Data Officer and the agency to create a data-driven culture.

- Increase confidence and knowledge in the carbon and renewable energy markets by delivering timely and accurate insights on our schemes and understanding the international context.
- Support the Chief Data Officer and the agency to create a data-driven culture that identifies external trends to inform strategic decisions and support business transformation.
- Support the development of a robust and consistent climate-related disclosure policy framework in Australia through interagency partnerships and the administration of the Corporate Emissions Reduction Transparency report.
- Influence the direction of potential new schemes or policies that align with the objectives and functions of the agency, including policy development and implementation of the new Guarantee of Origin certification scheme for low emissions products and renewable electricity.

About the Section

The Guarantee of Origin Implementation Team section is responsible for developing and implementing the new Guarantee of Origin (GO) scheme. We are looking for passionate people to join our team to contribute to Australia's efforts to tackle climate change.

You will be joining our team in leading the implementation of a GO scheme for the Clean Energy Regulator. A scheme which will enable Australian businesses to sell verified low emissions products from renewable sources and fossil fuels domestically and to the world. The GO scheme will help unlock economic opportunities for Australian industry to meet growing domestic and international demand for verified renewable energy and clean products. The scheme will help quantify market value for the clean attributes of these products, enabling industry to make robust, credible emissions claims and unlocking trade and decarbonisation opportunities.

You will work with a collaborative team and engage with market participants, ranging across industry, peak bodies, manufacturing organisations and carbon market developers, scientists, engineers and economists to develop and deliver a world-leading GO scheme that builds confidence in the domestic and global marketplace for verified low emission Australian products.

If you have the skills and drive to succeed in making a positive impact in implementing climate and energy policy, we want to hear from you. You will gain experience in designing and implementing legislation to support commercial outcomes as Australian industry transitions to a low carbon economy. The work involves complex problems that require creative and logical thinking and excellent communication skills. If you enjoy dealing with complexity and can operate in a commercially-savvy, fast-paced and practical manner, you should apply.

Broad functions include:

- Developing processes and systems to collect high-quality data for each covered production method (initially hydrogen and renewable energy) to calculate and verify the emissions associated with products covered under the GO scheme.
- Building and maintaining effective relationships with other areas of the CER to facilitate a connected agency approach to the creation of a GO scheme.
- Building and maintaining productive relationships between the agency and the Department of Climate Change, Energy, the Environment and Water (DECCEW) on the GO Trials with Industry Trial participants to continue the team's trusted advisory role on policy development.
- To design and test the processes and accounting frameworks to underpin a future GO scheme for hydrogen in collaboration with industry and supply-chain partners on real-world projects.
- Transitioning to the long-term administration of the scheme.

Duties

APS Level 5 – Implementation Officer

The Implementation Officer will work closely with their team and manager to deliver new capabilities, systems, and processes to administer the GO scheme. Duties could include:

- One or more of the following:
 - Policy analysis, insights, advice, and support.
 - Written material, including briefs, reports, guidance, and correspondence.
 - Support delivery of a program of work for priority products within the GO Implementation Team.
 - Support risk identification and mitigation processes within the section.

- Develop and manage relationships with a broad range of internal and external stakeholders to promote engagement and understanding of and participation in the GO scheme at and post launch.
- Support the change management component of scheme implementation to ensure the agency is ready to administer a new scheme.
- Assist in the delivery of the schemes secretariat and governance obligations including and preparation of meeting agendas, minutes, and action logs.
- Undertake other duties as directed.

APS Level 6 – Senior Implementation Officer

The Senior Implementation Officer will work closely with their team and manager to deliver new capabilities, systems, and processes to administer the GO scheme. Duties could include:

- One or more of the following:
 - High level policy analysis, insights, advice, and support.
 - High quality written material, including briefs, reports, guidance, and correspondence.
 - An extensive program of work for priority products within the GO Implementation Team.
 - Coordinate risk identification and mitigation processes within the section.
 - Managing contracts and projects effectively, on time and within budget.
- Coordinating input from, and developing and maintaining relationships with, internal and external stakeholders, including subject matter experts.
- Understanding and communicating the agency's position on the design and operation of the GO scheme to internal and external audiences to promote participation at and post launch.
- Enables effective decision making through secretariat support and coordination of governance obligations including and timely delivery of agendas, papers, minutes, and clearance of meeting packs.
- Undertake other duties as directed.

Qualifications/Experience

You will work within a small team to deliver section outcomes. As the successful candidate, you will have:

- Strong organisational skills.
- An ability to apply your knowledge and experience to new challenges.
- An ability to respond positively to change and uncertainty.
- Strong skills in interpreting and applying legislation and emissions technical documentation.
- Well-developed communication and writing skills.
- Experience in delivering results through collaboration and consultation.
- An ability to work under pressure with challenging deadlines and competing priorities.
- A high level of initiative and attention to detail.
- Relevant tertiary qualifications are essential. Relevant qualifications could include management, marketing, communications, or economics.

For more information on the position and how to apply, please click '**Apply Now**'. **Eligibility**

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment.

It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a

Baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011 • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. The diversity of our staff is important to us. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

To Apply

Position Contact	Jake Sheehan, 02 6159 3558
Agency Recruitment Site	http://www.cleanenergyregulator.gov.au/About/Work-for-us

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Environment and Energy

Vacancy VN-0729639

Clean Energy Regulator

Closing Date: Tuesday 19 September 2023

Scheme Support
Policy, Markets and Data Guarantee of Origin Implementation Team

Job Title	Business Analyst and Design Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$91,619 - \$104,302
Classification	APS Level 6
Position Number	CER 108/23
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

<http://www.cleanenergyregulator.gov.au/About/Work-for-us>

About Us

Do you want to make a real contribution to accelerating carbon abatement for Australia?

At the Clean Energy Regulator, you're signing up for a challenging and rewarding workplace. All our work is connected to measuring, managing, reducing or offsetting carbon emissions and increasing the use of clean energy in Australia. For more information see About the Clean Energy Regulator.

The Agency

There are a range of perks working at our agency.

We are inclusive and agile, with staff at all levels being part of conversations with the senior executive and being offered the opportunity to experience different types of work.

We offer flexible working arrangements and competitive salary packaging. Work-life balance is important to us – we are committed to keeping you energised and committed in your role and our purpose.

Our People

We say hello in the elevator and go above and beyond to help each other in our day-to-day work. If you're a collaborator, passionate about the environment and love to innovate, you'll fit right in!

We pride ourselves on our diverse and inclusive workplace. If you're Aboriginal or Torres Strait Islander peoples, living with disability or a mature age worker, we encourage you to apply.

About the Branch

The role of the Policy, Markets and Data Branch is to provide insights, solutions and advice to decision makers, policy makers and the market to improve scheme operations and position the agency as a modern, efficient, and effective regulator. We also support the Chief Data Officer and the agency to create a data-driven culture.

- Increase confidence and knowledge in the carbon and renewable energy markets by delivering timely and accurate insights on our schemes and understanding the international context.
- Support the Chief Data Officer and the agency to create a data-driven culture that identifies external trends to inform strategic decisions and support business transformation.
- Support the development of a robust and consistent climate-related disclosure policy framework in Australia through interagency partnerships and the administration of the Corporate Emissions Reduction Transparency report.
- Influence the direction of potential new schemes or policies that align with the objectives and functions of the agency, including policy development and implementation of the new Guarantee of Origin certification scheme for low emissions products and renewable electricity.

About the Section

The Guarantee of Origin Implementation Team section is responsible for developing and implementing the new Guarantee of Origin (GO) scheme. We are looking for passionate people to join our team to contribute to Australia's efforts to tackle climate change.

You will be joining our team in leading the implementation of a GO scheme for the Clean Energy Regulator. A scheme which will enable Australian businesses to sell verified low emissions products from renewable sources and fossil fuels domestically and to the world. The GO scheme will help unlock economic opportunities for Australian industry to meet growing domestic and international demand for verified renewable energy and clean products. The scheme will help quantify market value for the clean attributes of these products, enabling industry to make robust, credible emissions claims and unlocking trade and decarbonisation opportunities.

You will work with a collaborative team and engage with market participants, ranging across industry, peak bodies, manufacturing organisations and carbon market developers, scientists, engineers and economists to develop and deliver a world-leading GO scheme that builds confidence in the domestic and global marketplace for verified low emission Australian products.

If you have the skills and drive to succeed in making a positive impact in implementing climate and energy policy, we want to hear from you. You will gain experience in designing and implementing legislation to support commercial outcomes as Australian industry transitions to a low carbon economy. The work involves complex problems that require creative and logical thinking and excellent communication skills. If you enjoy dealing with complexity and can operate in a commercially-savvy, fast-paced and practical manner, you should apply.

Broad functions include:

- Developing processes and systems to collect high-quality data for each covered production method (initially hydrogen and renewable energy) to calculate and verify the emissions associated with products covered under the GO scheme.
- Building and maintaining effective relationships with other areas of the CER to facilitate a connected agency approach to the creation of a GO scheme.
- Building and maintaining productive relationships between the agency and the Department of Climate Change, Energy, the Environment and Water (DECCEW) on the GO Trials with Industry Trial participants to continue the team's trusted advisory role on policy development.
- To design and test the processes and accounting frameworks to underpin a future GO scheme for hydrogen in collaboration with industry and supply-chain partners on real-world projects.
- Transitioning to the long-term administration of the scheme.

Duties

The Business Analyst and Design Support Officer will work closely with their team and manager to deliver new capabilities, systems, and processes to administer the GO scheme. Duties could include:

- One or more of the following:
 - Facilitate in defining and clarifying business needs to contribute to the creation of action plans, solution reports or business cases for consideration of senior staff.
 - Identify potential business needs to recommend improvements for consideration by senior staff and provide analysis, verification, and validation on the recommended improvements.

- Prepare business analyst artefacts and documents that may include risk analysis, scope modelling, problem tracking and sequence diagrams.
- Prepare and contribute to clear business and stakeholder requirement documentation including prioritising, organising, and verifying the requirements.
- Undertake review of and organise requirements to record and identify dependencies, relationships, and logical sequences.
- Undertake other duties as directed.

Qualifications/Experience

As a Business Analyst and Design Support Officer, you will work within a small team to deliver section outcomes. As the successful candidate, you will have:

- Strong organisational skills.
- An ability to apply your knowledge and experience to new challenges.
- An ability to respond positively to change and uncertainty.
- Strong skills in interpreting and applying legislation and emissions technical documentation.
- Well-developed communication and writing skills.
- Experience in delivering results through collaboration and consultation.
- An ability to work under pressure with challenging deadlines and competing priorities.
- A high level of initiative and attention to detail.
- Relevant tertiary qualifications are essential. Relevant qualifications could include management, marketing, communications, or economics.

For more information on the position and how to apply, please click '**Apply Now**'. **Eligibility**

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment.

It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a Baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011 • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. The diversity of our staff is important to us. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

To Apply

Position Contact	Jake Sheehan, 02 6159 3558
Agency Recruitment Site	http://www.cleanenergyregulator.gov.au/About/Work-for-us

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Foreign Affairs and Trade

Vacancy VN-0729637

Austrade

Closing Date: Sunday 17 September 2023

Visitor Economy & Client Programs
Visitor Economy, Capability, Workforce & EMDG Policy Visitor Economy
Capability and Collaboration

Job Title	Senior Policy Advisor
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$108,527 - \$122,078
Classification	Executive Level 1
Position Number	4384_09/23
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

We have a EL1 Senior Policy Adviser position available for 12 months within the Visitor Economy Capability, Workforce and EMDG Policy Branch. A merit list will be developed and drawn on for emerging vacancies. There is the possibility this merit list will be used to make permanent appointments at a later point.

Note staff will need to attend an Austrade office at least three days of any week (for full time equivalent roles) with flexible working available for the remaining two days.

Duties

- Oversee implementation of THRIVE 2030 Phase 1 and lead development for THRIVE 2030 Phase 2 (which commences 2025).
- Provide strategic advice regarding the approach to implementing THRIVE 2030 and related processes.
- Use strategic capabilities to influence and support the Government's tourism and broader visitor economy priorities across government.
- Lead monitoring and reporting processes for THRIVE 2030 Strategy and Action Plan Implementation.
- Lead support for Tourism Ministers' meeting, Australian Standing Committee on Tourism (ASCOT) work agenda and coordination, THRIVE 2030 Implementation Advisory Group and Government Visitor Economy Taskforce, including reporting, coordination and engagement activities.
- Lead preparation of documents required for publication and other material required to promote THRIVE 2030.
- Develop high-quality, data-driven briefings, analysis and advice to the Minister and Austrade Senior Executive to inform and influence government deliberations on visitor economy issues.
- Deliver effective research and analysis, liaise with stakeholders in industry, state, territory and Commonwealth governments, and work to influence a range of policy and programs that impact the Visitor Economy.
- Provide high-level/effective leadership to develop and mentor staff, including direct and support the work of students, interns and junior policy and project staff.
- Other duties, as required.

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

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

About the Austrade

The Australian Trade and Investment Commission – Austrade – is Australia's leading trade and investment agency. We are experts in connecting Australian businesses to the world and the world to Australian businesses. We have a proud history of helping Australian businesses pursue their global ambitions and have the power to open doors, unlock opportunities and help Australian businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With over 80 offices around the world, our experts in Australia and abroad collaborate to provide the best 'in-country' advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia's growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia's trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

To Apply

Position Contact	Natalia Aueb-Charles, +61 403 142 686
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0729321

Department of Foreign Affairs and Trade

Closing Date: Thursday 21 September 2023

Australian Safeguards and Non-Proliferation Office (ASNO)
Nuclear Safeguards and Security Branch (NSB)

Job Title	Director, Safeguards Implementation
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$137,833 - \$155,667
Classification	Executive Level 2
Position Number	1550/2023
Agency Website	

Job Description

<https://dfatcareers.nga.net.au/?jati=74035C18-86F9-F724-49A0-D1F08FABB897>

Are you interested in pursuing a career at the nexus of science, national security, scientific diplomacy, and international advocacy?

Does the idea of collaborating with international partners to address contemporary global challenges pique your interests?

Would you like to work with others to prevent the proliferation of weapons of mass destruction?

Then a career within the Australian Safeguards and Non-Proliferation Office (ASNO) is for you.

As ASNO grows to ensure it is postured to meet future challenges and expanded responsibilities, directors and senior advisors will be a critical component of the leadership team.

The positions require at least five years of experience in International Atomic Energy Agency (IAEA) nuclear safeguards, either through experience working in this field in the IAEA and/or through regulatory, operational or academic experience.

In addition to the Director role, this recruitment activity will be used to establish a merit pool to fill senior adviser roles.

Duties

- Manage the work of a team in ensuring that Australia's nuclear non-proliferation statutory and treaty requirements are met.
- Lead engagement with international counterparts and intergovernmental organisations such as the International Atomic Energy Agency.
- Provide technical advice on complex IAEA nuclear safeguards-related issues to inform policy development or implementation decisions.
- Identify opportunities and work with external and internal stakeholders to implement improvements to regulatory and governance structures related to nuclear safeguards.
- Lead domestic, regional, and international engagement on matters related to nuclear safeguards and security issues.

To be competitive for the role, you will be able to articulate in your pitch how you have applied your professional experience or understanding of an issue, process, or technology to deliver a meaningful outcome that advanced your organisation's interests in IAEA safeguards in the field of safeguards implementation, research or engineering, regulatory activities, or international policy.

Eligibility

The positions require at least five years of experience in International Atomic Energy Agency (IAEA) nuclear safeguards, either through experience working in this field in the IAEA and/or through regulatory, operational or academic experience.

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

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

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Charlotte East, +61 2 6261 1909
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=74035C18-86F9-F724-49A0-D1F08FABB897

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Health

Vacancy VN-0729609

Aged Care Quality and Safety Commission

Closing Date: Wednesday 20 September 2023

Sector Capability
Strategic Projects

Job Title	Director, Strategic Projects
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA
Salary	\$131,064 - \$155,174
Classification	Executive Level 2
Position Number	TBC
Agency Website	

Job Description

<https://www.agedcarequality.gov.au/about-us/careers/current-vacancies>

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing, and quality of life of people receiving aged care.

The Commission is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life.

We aim to build confidence and trust in aged care, empower consumers, promote best practice service provision, promote quality standards, and hold providers to account for their performance against the expected standards of care. We seek to promote an aged care system that develops safer systems of care, inculcates a culture of safety and quality, and learns from mistakes, while providing the oversight that can assure the community that aged care services are operating as they should, including working on continuous improvement.

Meet some of our people and learn more about the Commission and our Regulatory Strategy on our website www.agedcarequality.gov.au

Position Description

This is a non-ongoing position for an initial term of 12 months with the possibility of extension and/or becoming ongoing.

The Strategic Projects section is situated within the Sector Capability Division of the Commission and provides leadership in managing projects with strategic importance. A current focus of the section is leading the Governing for Reform in Aged Care Program (the Program).

The Program was introduced following the Royal Commission into Aged Care Quality and Safety to build organizational and clinical capability of aged care leaders and support the Government's ambitious reform agenda for the aged care sector.

The first phase of the Program has been successful in engaging over 5,000 executives and governing body members across a range of learning activities. This first phase of the program will conclude on 31 December 2023 and the Program will then transition to be delivered by the Commission.

The role of Director, Strategic Projects during this period will lead the transition of the Program in its next phase from 1 January 2024 and also lead an evaluation of the Program's effectiveness to date.

The Director will lead a small team and work in close collaboration with the Commission's education and communications teams and other key stakeholders to successfully transition the Program to the Commission.

Duties

- Provide leadership in education program management to ensure learning activities under the Program meet the needs of participants, deliver positive outcomes to the sector and support key Government reforms
 - Lead and coordinate a range of innovative, flexible and online learning activities delivered both in house and through an external partner organisation
 - Provide leadership, direction and support to staff working in a fast-paced and dynamic environment during a period of change
 - Build strong and trusting relationships with key internal and external stakeholders
 - Lead an external evaluation of the Program and communicate outcomes and learnings to key stakeholders
 - Provide strategic advice, problem solving and issues management in relation to complex and strategic matters for the Sector Capability Group, the Commission and the Department of Health and Aged Care
- Assist with the management of critical and sensitive issues in line with current Commission policies and objectives. **Eligibility**

- Demonstrated skills in effective program management relevant to an education context
- Demonstrated ability to plan, implement and evaluate strategic programs and to achieve successful outcomes and impacts
- Experience in delivering innovative programs to meet a diverse range of participants, including those in rural or remote areas
- Demonstrated ability to collaborate with a range of internal and external stakeholders to achieve mutually beneficial outcomes
- Demonstrated ability to effectively manage interpersonal relationships with respect and communicate with influence with a range of internal and external stakeholders
- Highly developed leadership and management skills, including the ability to lead a team in a fast-paced environment and foster collaborative relationships and a supportive, engaged team culture.

Notes

Salary offered will be between **\$131,064 and \$155,174** 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

In your application, please provide a statement of claims against the Eligibility Requirements in no more than 600 words.

Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 18 months with a possibility of extension to a maximum of three years.

Merit Pool established through this selection process may be used to fill this or future Ongoing and Non-Ongoing vacancies.

How to Apply?

1. Navigate to 'Current Vacancies' section of the careers page and locate the relevant job title. All documentation relating to the role and application process will be located here.
2. Click on the job title and at the bottom of the Advertisement you will be asked to create an account. If you are a first-time user or to sign in to complete your application.
3. As part of your application you will be requested to complete a statement of claim and attach your Resume. Cover letter is optional
4. Click 'Apply Now' when you are ready to submit your application.

Please complete an online application form and submit to <https://www.agedcarequality.gov.au/about-us/careers/current-vacancies> by **11:59pm (AEST) 20th September 2023**. Only completed applications will be accepted.

Contact Officer:

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 role can be directed to Pam Christie by emailing pam.christie@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful, and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

About the Aged Care Quality and Safety Commission

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

To Apply

Position Contact	Pam Christie, christie@agedcarequality.gov.au
Agency Recruitment Site	https://www.agedcarequality.gov.au/about-us/careers/current-vacancies

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Health

Vacancy VN-0729607

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

Closing Date: Thursday 21 September 2023

ACSQHC
ACSQHC AURA, HAI/IPC and Emerging Issues

Job Title	Senior Project Officer, HAI/IPC
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$111,929 - \$127,657
Classification	Executive Level 1
Position Number	20045025
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The Senior Project Officer will be responsible for the development of resources to support implementation of the NSQHS Standards (2nd edition), the implementation of the Australian Guidelines for the Prevention and Control of Infection in Healthcare, the NHHI, as well as contributing to broader activities to support the AURA and IPC/HAI program. This will include undertaking research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission.

Duties

Duties of the Senior Project Officer will include, but are not limited to, the following:

1. Work with the Senior Advisor on the planning, detailed documentation and consultation on strategies, policy, and national guidance to support infection prevention and control and reduction of IPC and HAI. This includes the development of resources for healthcare workers, health service organisations and the wider community on infection prevention and control and HAI, and providing user support and advice with regards to the NHHI and infection prevention and control.
2. Review, analyse and report on published literature, data, policy papers and other published material to inform policy and program direction.
3. Prepare high-quality written reports, briefs and other documents for a range of audiences on complex healthcare issues.
4. Undertake project management activities including project planning and documentation, implementation, monitoring and reporting on progress; providing recommendations about managing risk, and identifying and resolving problems.
5. Keep current their knowledge of relevant strategic and clinical issues and investigate how these may be addressed by the Commission, as appropriate to the role.
6. Provide secretariat support to the work of relevant committees and expert groups managed by the program to produce high quality Agenda Papers and related materials.
7. Consult with consumers, experts and stakeholders, including the development of consultation approaches and coordination of formal consultation processes to achieve the objectives of the Commission.

8. Liaise, and foster productive working relationships within the Commission and with other agencies, clinical organisations, consumer groups, government authorities, industry bodies and contractors.
9. Participate in, and present to, committee meetings, forums and workshops on relevant topics.
10. Other duties as required and directed.

Eligibility

The successful candidate will have:

- Demonstrated knowledge and understanding of infection prevention and control, microbiology, epidemiology and public health, in the context of improving patient safety and quality in health care.
- Demonstrated skills and experience in the timely delivery, implementation and evaluation of projects related to infection prevention and control and related healthcare areas.
- Demonstrated policy and guideline development, and project management experience relevant to safety and quality in health care, infection prevention and control, or related areas.
- Demonstrated sound decision making skills, and sustained record in a high level of productivity, initiative and professional judgement.
- Demonstrated high level research and analytical skills and exceptional writing skills, including the ability to write high quality documents for a variety of audiences and in different formats.
- Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders.

Notes

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

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

Candidates must be Australian citizens to be eligible to apply.

Questions about the role can be directed to Jodi Glading on (02) 9126 3619.

Closing date for applications is **midnight, Thursday 21 September 2023**.

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

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

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1.

Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Jodi Glading, (02) 9126 3619
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0729636

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

Closing Date: Thursday 21 September 2023

ACSQHC
ACSQHC AURA, HAI/IPC and Emerging Issues

Job Title	National Hand Hygiene Initiative Coordinating Officer, HAI/IPC
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW
Salary	\$91,084 - \$102,756
Classification	APS Level 6
Position Number	20043302
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The National Hand Hygiene Initiative (NHHI) Coordinating Officer is responsible for ensuring the operation of the NHHI online systems, the currency of NHHI online systems resources and providing operational support for the NHHI LMS and the HHCAApp.

The NHHI Coordinating Officer reports to the Senior Advisor IPC/HAI to carry out these tasks, and with other team members who are responsible for other aspects of the NHHI.

Duties

Duties of the NHHI Coordinating Officer will include, but are not limited to, the following:

1. Provide specialist technical input for ongoing development of the NHHI LMS and the HHCAApp, including specifications for enhancement design, review and testing.
2. Liaise with third party service providers about system operation and improvement.
3. Coordinate and support enhancement of the functionality of the NHHI LMS and the HHCAApp, including maintenance of the user and organisation databases.
4. Provide support to system users and support and training to Commission staff, as required, about the operation of the NHHI online systems.
5. Coordinate the operation of the NHHI Help Desk, including managing the use and subscription of online customer support software (Freshdesk).
6. Coordinate regular NHHI Help Desk performance reporting.
7. Maintain the currency of NHHI content on the Commission's website.
8. Coordinate end of audit period data validation and reporting processes.

Eligibility

The successful candidate will have:

- Demonstrated experience in the coordination and maintenance of online systems, such as online learning management systems, online databases or registries, or other relevant online applications in a health system context.
- Demonstrated experience in coordinating a help desk service or other customer support service, as well as experience in using online customer support software in a health system context.
- Demonstrated high level research and analytical skills and production of reports related to online customer support systems or other data collected electronically in a health system context.
- Demonstrated skill in providing customers with support for web-based applications in a health system context.
- Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to train others in using customer support systems and online learning management systems or other relevant web-based applications.
- Demonstrated experience in developing web-based content for a variety of audiences in a health system context.

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 statement addressing your suitability against each of the selection criteria (no more than 100 words per selection criteria).

Candidates must be Australian citizens to be eligible to apply.

Questions about the role can be directed to Jodi Glading on (02) 9126 3619.

Closing date for applications is **midnight, Thursday 21 September 2023**.

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

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

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Jodi Glading, (02) 9126 3619
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0729640

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

Closing Date: Thursday 21 September 2023

ACSQHC
ACSQHC Secretariat and Corporate Governance

Job Title	Secretariat Support Officer, Secretariat and Corporate Governance
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$91,084 - \$102,756
Classification	APS Level 6
Position Number	20045080
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

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

The Secretariat Support Officer will provide high-level support, including the management of corporate committees, their meetings and travel arrangements. This role will also support the Secretariat's coordination of meeting papers, ministerial and parliamentary documents and correspondence, and provide ad hoc assistance and support to the Office of the Chief Executive.

Duties

Duties of the Secretariat Support Officer will include, but are not limited to, the following:

1. Draft, edit and collate meeting and workshop papers, submissions, correspondence, ministerial briefings, Senate Estimates briefs, responses to Questions on Notice and other parliamentary documents, ensuring high standards of quality and completion within timeframes.
2. Provide secretariat support for meetings, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
3. Organise the logistics of the Commission Board and its sub-committees, including booking travel and accommodation, processing membership documentation, setting up meeting rooms, processing sitting fees and credit card reconciliation.
4. Maintain strong and effective relationships with Commission Board and standing committee members, and other program teams across the Commission.
5. Work with the Manager, Secretariat and Corporate Governance to create and/or update guidance for internal processes and work independently and actively identify key administrative actions required for the effective operation of the team.
6. Support the Manager, Secretariat and Corporate Governance and other members of the Office of the Chief Executive Officer as required with tasks including arranging travel, procurement, briefings, and diary management.

Eligibility

The successful candidate will have:

- Demonstrated experience in providing high-quality secretariat support including the preparation of agenda papers, meeting notes, finance, committee and travel administration.
- Demonstrated excellent writing and editing skills, including the ability to write high quality briefs, meeting papers and other government documents.
- Highly developed ability to communicate clearly and concisely with a wide range of stakeholders both orally and in writing.
- Demonstrated ability to manage and deliver multiple, high profile organisational priorities with conflicting deadlines within tight timeframes.
- Excellent problem-solving skills and the ability to critically assess issues and recommend practical solutions in a timely manner.
- Knowledge of government processes.

Notes

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

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

Candidates must be Australian citizens to be eligible to apply.

Questions about the role can be directed to Kozue Yamada on (02) 9126 3652.

Closing date for applications is **midnight, Thursday 21 September 2023.**

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

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

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To Apply

Position Contact	Kozue Yamada, (02) 9126 3652
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0729571

Australian Digital Health Agency

Closing Date: Wednesday 13 September 2023

ADHA Technology Services DIV
Technology Assets, Contract and Procurement

Job Title	Procurement Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	\$81,133 - \$87,741
Classification	APS Level 5
Position Number	APS50045
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The APS5 Procurement Officer is responsible for assisting with the management and delivery of procurements related to the My Health Record and the My Health App, including but not limited to the National Infrastructure Operator, Cloud Services, Contact Centre, Software Licensing and Health API Gateway. The Procurement Officer will assist with the successful delivery of end-to-end procurements and additional service procurements under existing Agency contracts.

Duties

The Procurement Officer will undertake duties such as:

- Assisting with the successful delivery of My Health Record and My Health App procurements, in accordance with the legislative requirements of the PGPA Act and the CPRs.
- Advise and support internal stakeholders on procurement policies, including the Agency's Accountable Authority Instructions.
- Developing procurement documentation including, Approval in Principle, Commitment approvals, Request for Quotes, Purchase Orders and Work Orders.
- Process procurements using the Agency's systems including, Service Now and SAP.
- Assisting with recording and reporting of savings, efficiencies, benefits and other significant events resulting from procurement activities.
- Assisting with drafting written advice including Ministerial, briefs, minutes, reports and correspondence on procurement activities.
- Liaising with internal and external stakeholders to resolve procurement matters.
- Reviewing and acquitting invoices against the relevant Contract and seek delegate approval for payment.

Eligibility

- Australian Citizenship is a condition of eligibility
- Ability to obtain and maintain national police check
- Ability to obtain and maintain a security clearance at a level designated by the Agency on request

Notes

The Agency is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees, and

carers.

To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

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

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

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	Jen Tucker, 0261833614
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0729572

Australian Digital Health Agency

Closing Date: Wednesday 20 September 2023

ADHA Technology Services DIV
Technology Assets, Contract and Procurement

Job Title	Contracts Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	\$90,823 - \$102,464
Classification	APS Level 6
Position Number	APS60288
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

We are looking for a motivated APS6 Contract Manager to join a friendly and dynamic team. The Contract Manager is accountable to undertake work that is complex in nature, work under limited direction with the opportunity for reasonable autonomy and accountability to manage contracts related to the My Health Record, included but not limited to the National Infrastructure Operator, Cloud Services, Contact Centre, Software Licencing and Health API Gateway contracts..

The APS6 Contract Manager will exercise both initiative and judgment in the interpretation of policy and in the application of practices and procedures. The role will be responsible to provide detailed technical, professional, and/or policy advice in relation to complex problems and may assist in strategic planning, program and project management and policy development. The role is required to work closely with internal and external stakeholders, where support and advice will be given on contract management, procurement processes and compliance, including:

Duties

- Provide expertise and technical knowledge of contract management across a range of programs or activities, to all areas of the Agency, applying a sound understanding of relevant legislation, including compliance of Public Governance, Performance and Accountability (PGPA) Act and the Commonwealth Procurement Rules (CPRs).
- Ensure knowledge of and compliance with legislative, financial, and administrative and performance frameworks, government decision-making processes and agency guidelines and regulations by assisting in the development and maintenance of contract management documentation, processes, and procedures (e.g. Contract Management Plans, Statements of Requirements (SOR), work instructions, Negotiation Plan, variations, extensions, performance and process mapping etc.)
- Make decisions using good judgement, expertise, and knowledge, under limited guidance to provide strategic advice, support and guidance on complex contract questions, ensuring that these decisions are governed by the application of regulations, best practice principles and the agency's operating instructions and procedures.
- Manage relationships with stakeholders, both internal and external to achieve work area and agency goals by providing updates, advice and recommendations relating to contract management activities to enable informed decision making.
- Supervise a team performing related roles and assist in the management of Contract Officers, for the successful delivery of end-to-end contract management processes, including contract negotiations, contract deliverables, development of the subsequent agreements and ongoing contract management.

- Set priorities for the work area, maintain team cohesion, and ensure quality of outputs for the work area by liaising and assisting (where required) with relevant internal and external stakeholders to achieve desired Agency outcomes, escalating issues and providing regular updates on key activities, issues, risks, performance and priorities.
- Maintain awareness of the longer-term strategic, political, or operational outcomes for the Agency, and changes in the broader work environment that may impact on work area objectives.

Eligibility

Ability to obtain and maintain national police check.

Australian Citizenship is a condition of eligibility.

Ability to obtain and maintain a NV1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

The Agency is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees and carers.

To support our diverse workforce, the Agency is pleased to offer flexible working options, which includes opportunities for an agreed amount of work performed at home and varied work hours.

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Agency for up to 12 months.

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	Bec Fifield, +61 2 6151 8677
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0729628

Australian Digital Health Agency

Closing Date: Thursday 21 September 2023

Digital Solutions
Customer Experience and Products Interoperability Products

Job Title	Senior System Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$111,611 - \$127,294
Classification	Executive Level 1
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

As Senior Systems Analyst you will bridge the gap between business needs and technical solutions and provide a critical link in the product development lifecycle by optimising systems and streamlining processes to enable the delivery of business objective.

Duties

Key success factors of the role are a strong background in developing, implementing, and operating IT systems, and the ability to engage with stakeholders and communicate effectively across technology and business teams.

The Senior Systems Analyst will undertake work that is very complex and/or sensitive in nature and impacts on strategic outcomes. The incumbent will work under broad direction and will be expected to exercise sound decision making and judgement in the execution of responsibilities.

Key Selection Criteria: Skills and Experience

- Demonstrated experience documenting system architecture, and translating business needs into information flows and interface specifications.
- Experience in the application of development methodologies and the software development lifecycle.
- Demonstrated experience in application and system integration development and integration platforms supporting multiple organisations, including authentication, data acquisition, transformation and delivery.
- Proven experience providing subject matter expertise across a range of programs and/or activities.
- Demonstrated experience in identifying, analysing, isolating and interpreting business needs (often conflicting) and generating user stories and requirements.

- Exposure to database and webservices development for both structured and unstructured data storage.
- Demonstrated experience in producing artefacts best suited for the products and projects like Test Case, Requirement Traceability Matrix etc.
- Excellent verbal, written and presentation communication skills, with the ability to communicate clearly and concisely across technology and business teams.
- Experience in cloud platforms including Azure or similar.

Qualifications

Tertiary qualification in Computer Systems or relevant related discipline.

For all queries relating to the responsibilities of the position, please contact Cameron Botterill (02) 8298-2122

Application

To apply, submit your resume and a cover letter of no more than 2 pages addressing the key selection criteria: "Skills and Experience" as outlined above. **Eligibility**

- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain national police check.
- Ability to obtain and maintain a security clearance at a level designated by the Agency on request.

Notes

The Agency is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees, and carers.

To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

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

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	Cameron Botterill, (02) 8298-2122
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0729648

Australian Digital Health Agency

Closing Date: Friday 29 September 2023

Digital Solutions

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

Job Description

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

The Project Coordinator will provide support to project and operational managers, to ensure that Agency projects and operations are compliant with assurance and governance processes, policy, security, clinical safety, and design. The role will require strong stakeholder engagement skills and will be responsible for working with key internal and external stakeholders to understand, negotiate and resolve complex and/or sensitive issues arising within a project/program. The role will be required to quickly develop an understanding of the business, and gain section specific knowledge.

Duties

The Project Coordinator exercises both initiative and judgment in the application of project and operations management practices and procedures so as to provide relevant technical and/or policy advice in delivering project outcomes. The role will work under limited direction.

Qualifications

Bachelor degree (or equivalent) in a relevant field (highly desirable)

Professional certification such as PMP (Project Management Professional) or similar (desirable)

For all queries relating to the responsibilities of the position, please contact Cameron Botterill (02) 8298-2122.

Eligibility

- Australian Citizenship is a condition of eligibility
- Ability to obtain and maintain national police check
- Ability to obtain and maintain a security clearance at a level designated by Agency on request

Notes

The Agency is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees, and carers.

To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

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

Application

The position maybe filled in Brisbane, Sydney, or Canberra. To apply, submit your resume and a cover letter of no more than 2 pages outlining your relevant experience within the context of the five relevant duties as outlined in the position description: Leadership and Accountability, Management Diversity and Span, Job Context and Environment, Independency and Decision-making, and Stakeholder Management.

Closing date: Friday 29 September 2023, 11:30pm

For APS applicants, please refer to APS Jobs for details of salary ranges. These are in accordance with the Agency's s24 Determination 2023.

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	Cameron Botterill, (02) 82982122
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0729612

Australian Institute of Health and Welfare

Closing Date: Wednesday 20 September 2023

Health Systems Analysis Support

Job Title	APS5 Data and Executive Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,693 - \$86,430
Classification	APS Level 5
Position Number	#088_08/23
Agency Website	

Job Description

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

We are looking for a Data and Executive Support Officer who is a motivated individual with a customer service-oriented approach to undertaking their work, possessing good communication skills and is highly organised. The successful candidate will report to the Group Head to provide Executive administrative assistance, however, will be required to work within a matrix management structure to also support the Unit Head of ASU to manage the State and Territory clearance process of hospital data for the AIHW.

You will need to work to a high degree of accuracy with attention to detail, and respond to queries from internal and external stakeholders, provide advice and resolve or escalate data issues identified through these queries. You will also support the Unit Head in relation to Data Custodian matters and will be required to develop a sound knowledge of data governance.

Duties

Under general direction you will:

- manage the state territory hospital data clearance process including responding to queries from internal and external stakeholders, provision of advice and resolving or escalating data issues.
- liaise with internal and external stakeholders, including data custodians, on a regular basis to resolve data queries.
- undertake data custodian support including completing annual monitoring reports, drafting content for Confidentiality Deed Polls and Ethics amendments as required.
- in collaboration with other staff, develop new standard operating procedures for managing hospital data requests through a range of channels.

- manage aspects of your Group Head's work schedule, calendar, and emails by providing high-level inbox management and support to assist them with managing competing priorities.
- undertake administrative tasks such as organising travel arrangements, financial reconciliation of credit cards, invoice acquittals, and supporting procurement activities.
- work collaboratively with the AIHW Executive Assistants and the broader AIHW business areas.
- develop and implement new business processes for the Group as required.
- work independently and as part of a wider team to achieve business outcomes in the context of a geographically dispersed working environment.
- develop a sound working knowledge of privacy and data governance policies and procedures in the context of hospitals data.
- in the future, this role may be extended to include the initial triaging of hospital data requests.

Eligibility

Our ideal candidate will have most or all of the following skills and knowledge:

1. Experience in developing business processes and creating supporting materials such as Standard Operating Procedures.
2. Demonstrated customer service experience and a track record of excellent record keeping.
3. Sound interpersonal skills, including the ability to establish and maintain working relationships with stakeholders at all levels, and work within and contribute to, a team.
4. Demonstrated organisational and problem-solving skills including the ability to prioritise one's workload and escalate issues to the appropriate manager when required.
5. Excellent verbal and written communication skills, including the ability to communicate with a range of internal and external stakeholders.

Proficiency in MS Office and experience with the M365 toolkit will be highly regarded. **Notes**

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above, and must be no more than 750 words.
2. Your current CV and the names of two referees.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Jennifer Mayhew-Larsen, 02 6244 1294
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0729517

Department of Health and Aged Care

Closing Date: Thursday 14 September 2023

People, Communication and Parliamentary Division
New Ways of Working Branch Program Strategy Section

Job Title	Co-Design & Engagement Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Surry Hills NSW, Melbourne VIC, Brisbane QLD
Salary	\$81,372 - \$88,000
Classification	APS Level 5
Position Number	23-PCPDIV-20219
Agency Website	

Job Description

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

Duties

The Department of Health and Aged Care recognises that people want modern workplaces, a flexible culture, and the ability to choose how they work – whether that be remotely or in the office, together or independently.

The New Ways of Working (NWOW) Branch is the catalyst for making that happen across the Department of Health and Aged Care. The branch aims to create an environment for all Health staff that empowers individuals and teams to do their best work. It brings together a better designed physical workplace, mobile technology and new work practices to deliver a more flexible, healthier work environment that promotes adaptability, collaboration, and performance.

We are seeking an APS 5 Co-design & Engagement officer to work within the Program Design and Evaluation team. You will work in an agile, multidisciplinary team to evaluate and embed changes in our workplace, culture and ways of working across the Department. You will apply your skills in user research, stakeholder engagement, facilitation, survey design and analysis to ensure the NWOW program is delivering on its intended benefits and our new work environments and support for changed ways of working meet staff's needs, so that they can do their best work.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:

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

Mandatory Qualification:

To be eligible for this position applicants must hold a relevant qualifications or experience in human-centred design, evaluation (quantitative/qualitative), data analysis OR stakeholder engagement. **Notes**

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 23-PCPDIV-20219 to assist when making an enquiry.

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

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 6-12 months with the possibility of being extended.

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

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Aimee Reeves, 0420 537 634
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Department of Health and Aged Care

Closing Date: Thursday 14 September 2023

People, Communication and Parliamentary Division
New Ways of Working Branch Program Strategy Section

Job Title	Co-Design & Engagement Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Surry Hills NSW, Melbourne VIC, Brisbane QLD
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-PCPDIV-20225
Agency Website	

Job Description

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

Duties

The Department of Health and Aged Care recognises that people want modern workplaces, a flexible culture, and the ability to choose how they work – whether that be remotely or in the office, together or independently.

The New Ways of Working (NWOW) Branch is the catalyst for making that happen across the Department of Health and Aged Care. The branch aims to create an environment for all Health staff that empowers individuals and teams to do their best work. It brings together a better designed physical workplace, mobile technology and new work practices to deliver a more flexible, healthier work environment that promotes adaptability, collaboration, and performance.

We are seeking an APS 6 Co-design & Engagement officer to work within the Program Design and Evaluation team. You will work in an agile, multidisciplinary team to evaluate and embed changes in our workplace, culture and ways of working across the Department. You will be a leader in our team, taking charge of evaluating and reporting on program benefits, and leading human-centred design projects to improve change adoption and the experience of Health staff. You will apply your skills in user research, stakeholder engagement, facilitation, survey design and analysis to ensure the NWOW program is delivering on its intended benefits and our new work environments and support for changed ways of working meet staff's needs, so that they can do their best work.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
 - Completion of a medical declaration and pre-employment medical (where required),
 - Providing evidence of qualifications (where required), and
 - Obtaining and maintaining a security clearance at the required level.

Mandatory Qualification:

To be eligible for this position applicants must hold a relevant qualifications or experience in one or more of the following - human-centred design, evaluation (quantitative/qualitative), data analysis, benefits management, stakeholder engagement. **Notes**

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 23-PCPDIV-20225 to assist when making an enquiry.

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

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 6-12 months with the possibility of being extended.

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

About the Department of Health and Aged Care

The Department of Health and Aged Care is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Aimee Reeves, 0420 537 634
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Home Affairs

Vacancy VN-0729635

National Emergency Management Agency

Closing Date:Wednesday 20 September 2023

Media and Communications Digital and Content Section

Job Title	NEMA Senior Graphic Design Advisor
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, various locations in QLD QLD
Salary	\$87,793 - \$98,660
Classification	APS Level 6
Position Number	129499
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/129499/>

National Emergency Management Agency:

The National Emergency Management Agency (NEMA) was established on 1 September 2022 as the single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

NEMA works closely with a wide range of stakeholders, including 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 on behalf of the Australian Government, 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.
- 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.

Overview of the Branch and Section:

This position sits in the National Emergency Management Agency's (NEMA) Media and Communication Branch. The Branch provides expert public communication, internal and executive communication, stakeholder engagement and media advice to promote ministerial and Departmental priorities, policies and programs. The Branch delivers all media management and external engagement functions including but not limited to; media support for Ministers and the Executive, social media, graphic design, video production, speechwriting, internal communication, external and strategic communication campaigns.

About the role:

Are you a graphic designer looking to make an impact on the lives of all Australians? This role is your opportunity to contribute to Australia's resilience against emergencies and disasters by growing and executing the Agency's brand and visual identity.

As the Senior Graphic Designer you will play an important role in managing the Agency's brand through the development of contemporary designs for print and digital publication and reproduction. You will use your extensive graphic design skills to communicate the work of the Agency and its programs to a variety of audiences, and provide high-level advice to staff and stakeholders on a range of design products from corporate merchandise to social media tiles.

You will work to the Assistant Director of the Digital and Content team, and closely with colleagues across the Media and Communications Branch. You will establish strong connections across the Agency and with key external stakeholders. As such, you will have strong communication and interpersonal skills, which will allow you to engage effectively with stakeholders from a variety of backgrounds and levels of seniority.

Our ideal candidate:

The ideal candidate will be passionate about all things design, with experience in the creation and maintenance of a brand, digital and print design, client and stakeholder management and the ability to adeptly synthesise complex information.

They will have proven experience working with Adobe Creative Suite (Photoshop, Illustrator, InDesign, After Effects, and Premiere Pro) and Microsoft Office Suite, as well as an in-depth knowledge of branding application and experience creating and working to brand style guidelines and experience managing relationships with internal and external stakeholders.

The successful candidate must be able to manage multiple priorities and be resilient, responsive and flexible. They will have strong organisational skills and the ability to manage multiple priorities while working effectively under pressure in a changing environment to deliver high-quality advice and outcomes.

Duties

Specific duties/responsibilities:

- Execute the Agency's brand through the creation of a range of products including but not limited to: corporate plans, annual reports, case studies, social media tiles, merchandise, signage, website banners, icons, infographics, presentations, templates and certificates.
- Use design theory alongside creative and technical knowledge and experience to effectively convey the complex work of the Agency and its programs through compelling design.
- Work across the Agency and with external stakeholders to ensure that products align with the Agency's brand guidelines.
- Maintain effective workflow practices from briefing to project delivery and completion, including the management and storage of design assets.
- Ensure design work is accessible, compliant, and caters to a range of diverse audiences.

Role requirements/qualifications:

- A Degree or Diploma in Arts, Design, Communications or related disciplines is desirable.
- You must have an NV1 security clearance, or have the ability to obtain one.

Eligibility

To be eligible to work with the National Emergency Management Agency you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Satisfy a probation period
- Undergo a health assessment (where applicable).

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role.

Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department

Notes

The Department is committed to workforce diversity and applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

This process is being used to fill immediate vacancies. A merit pool may be established and used to fill similar vacancies for up to 18 months from the date the vacancy was advertised in the Gazette.

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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

About the National 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	Karla Bridges, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/129499/

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Industry, Science, Energy and Resources

Vacancy VN-0729505

Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 24 September 2023

Chief Operating Officer Group
Property & Protective Security Property Governance

Job Title	Assistant Manager, Executive Level 1, Property
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$113,231 - \$120,249
Classification	Executive Level 1
Position Number	513911
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/listing/>

About the department

The department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity. The success of the department helps Australia recover from the economic consequences of COVID19 and adapt to its ongoing effects. Through our work, we support the government's economic recovery plan and help to deliver a better future for all Australians.

About the Branch

The Property Branch is a key enabler for the department and supports the department's mission by providing staff with a safe, resilient, and productive work environment. The Branch provides and maintains properties and facilities that are aligned with the department's vision and strategic priorities and supports the department's preparedness to maintain critical functions as a result of an emergency or disruption.

The Opportunity

We are looking to fill multiple Ongoing and Non-Ongoing vacancies within the branch.

What's in it for you?

This is a great opportunity to enhance your property skills supporting a diverse national estate, including specialist facilities.

Our ideal candidate

Our ideal candidates are people who thrive in a flexible, fast-paced and inclusive workplace. The successful candidates will have:

- The ability to recommend strategic direction and drive continuous improvement in policies, procedures and practice
- Stakeholder management experience, including the ability to foster strong internal and external stakeholder relationships to achieve outcomes
- Experience developing and mentoring a team to deliver high quality and innovative client-focused services in a large geographically dispersed organisation
- The proven ability to develop and drive the strategic agenda and manage a team to deliver high quality results
- Excellent written and verbal communication skills with a demonstrated ability to communicate information clearly and concisely to a range of audiences including senior executives
- Strong attention to detail, problem-solving skills, and an ability to show good judgement, think strategically and logically

Flexibility and agility to manage a diverse workload and competing priorities in a busy team environment.

Experience in leasing, facilities management, financial management, property strategy, environmental sustainability, emergency and crisis management, or the Whole-of-Australian-Government Coordinated Procurement Arrangements for property-related services will be an advantage.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way. **Duties**

The Branch is seeking to fill and create a merit pool for a broad range of Executive Level 1 positions, including roles in leasing, property strategy and governance, emergency management and project management. These roles may see you:

- Implementing and managing whole of life leasing arrangements in accordance with the Department of Finance processes and initiatives.
- Supporting the department to design and implement innovative accommodation fit-out options to support modern ways of working.
- Implementing effective administrative processes to ensure the departments estate and infrastructure is effectively managed and fit for purpose.
- Supporting the department's emergency management response and business recovery measures.
- Managing and overseeing accommodation and building projects, and associated project management procedures.

As an Executive Level 1, and in accordance with the APS work level standards, you will:

- Manage a team of staff and suppliers to deliver outcomes to the required time, budget and quality targets while maintaining a positive culture.
- Development and the implementation of systems and processes that ensure accountability, innovation and continuous improvement.
- Provide sound advice and direction to the departmental Executive.
- Prepare high quality reports, briefings, business cases and other documents as required.
- Develop and maintain strong collaborative relationships, both within the Branch and outside, to represent, advocate and negotiate for the best outcomes.
- Adhere to relevant legislation and requirements including the Public Governance, Performance and Accountability Act 2013 and Commonwealth Property Management Framework.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a minimum 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 ongoing and non-ongoing 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 can be based across Australia, 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>

About the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Trent Brooks, 02 6213 6060
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0729519

Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 24 September 2023

Chief Operating Officer Group
Property & Protective Security

Job Title	Property Officer, APS Level 6
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$91,444 - \$99,167
Classification	APS Level 6
Position Number	513912
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/listing/>

About the department

The department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity. The success of the department helps Australia recover from the economic consequences of COVID19 and adapt to its ongoing effects. Through our work, we support the government's economic recovery plan and help to deliver a better future for all Australians.

About our branch

The Property Branch is a key enabler for the department and supports the department's mission by providing staff with a safe, resilient, and productive work environment. The Branch provides and maintains properties and facilities that are aligned with the department's vision and strategic priorities and supports the department's preparedness to maintain critical functions as a result of an emergency or disruption.

The Opportunity

We are looking to fill multiple Ongoing and Non-Ongoing vacancies within the branch.

What's in it for you?

This is a great opportunity to enhance your property skills supporting a diverse national estate, including specialist facilities.

Our ideal candidate

Our ideal candidates are people who thrive in a flexible, fast-paced and inclusive workplace. The successful candidates will have:

- Sound oral and written communication skills, including the ability to communicate complex concepts in a straightforward manner to a range of audiences.
- Strong interpersonal and stakeholder management skills, including the ability to collaborate effectively with a diverse group of stakeholders.
- Excellent organisational skills, including balancing short- and long-term priorities and the ability to be resilient and professional in undertaking work within tight timeframes.
- Sound research and analytical skills to make informative decisions and provide timely advice.
- A strong work ethic with the ability to work autonomously as well as part of a diverse team.
- A commitment to a culture of teamwork and continuous improvement

Experience in leasing, facilities management, financial management, property strategy, emergency and crisis management, or the Whole-of-Australian-Government Coordinated Procurement Arrangements for property-related services will be an advantage.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way. **Duties**

The Branch is seeking to fill and create a merit pool for a broad range of APS 6 positions, including roles in leasing, property strategy and governance, emergency management and project management. These roles may see you:

- Provide support in managing whole of life leasing arrangements in accordance with the Department of Finance processes and initiatives.
- Supporting the department to design and implement innovative accommodation fit-out options to support modern ways of working.
- Assist with the implementation of effective administrative processes to ensure the department's estate and infrastructure is effectively managed and fit for purpose.
- Supporting the department's emergency management response and business recovery measures.
- Providing support with accommodation and building projects, and associated project management procedures.

As an APS Level 6 and in accordance with the APS work level standards, you will:

- Draft, interpret, implement and manage policy and procedures based on various Australian Standards and Regulations
- Provide proactive and responsive, high quality, customer service focused, assurance and guidance to internal and external stakeholders
- Research and analyse information to inform continuous improvement and innovation within the Branch
- Develop and support strong collaborative relationships, both within the Branch and outside, to represent, advocate and negotiate for the best outcomes
- Manage contract and service level agreements with the department's suppliers and Property Service Provider.
- Proactively monitor tasks within the work area and adjust priorities where required
- Adhere to relevant legislation and requirements including the Public Governance, Performance and Accountability Act 2013 and Commonwealth Property Management Framework.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a minimum 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 ongoing and non-ongoing vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is Canberra based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

About the Department of Industry, Science and Resources (DISR)

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To Apply

Position Contact	Trent Brooks, 02 6213 6060
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0729521

Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 24 September 2023

Chief Operating Officer Group
Property & Protective Security

Job Title	Property Officer, APS Level 5
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$80,250 - \$84,668
Classification	APS Level 5
Position Number	513913
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/listing/>

About the department

The department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity. The success of the department helps Australia recover from the economic consequences of COVID19 and adapt to its ongoing effects. Through our work, we support the government's economic recovery plan and help to deliver a better future for all Australians.

About our branch

The Property Branch is a key enabler for the department and supports the department's mission by providing staff with a safe, resilient, and productive work environment. The Branch provides and maintains properties and facilities that are aligned with the department's vision and strategic priorities and supports the department's preparedness to maintain critical functions as a result of an emergency or disruption.

The Opportunity

We are looking to fill multiple Ongoing and Non-Ongoing vacancies within the branch.

What's in it for you?

This is a great opportunity to enhance your property skills supporting a diverse national estate, including specialist facilities.

Our ideal candidate

Our ideal candidates are people who thrive in a flexible, fast-paced and inclusive workplace. The successful candidates will have:

- Sound oral and written communication skills, including the ability to communicate complex concepts in a straightforward manner to a range of audiences.
- Strong interpersonal and stakeholder management skills, including the ability to collaborate effectively with a diverse group of stakeholders.
- Excellent organisational skills, including balancing short- and long-term priorities and the ability to be resilient and professional in undertaking work within tight timeframes.
- Sound research and analytical skills to make informative decisions and provide timely advice.
- A strong work ethic with the ability to work autonomously as well as part of a diverse team.
- A commitment to a culture of teamwork and continuous improvement

Experience in leasing, facilities management, financial management, property strategy, emergency and crisis management, or the Whole-of-Australian-Government Coordinated Procurement Arrangements for property-related services will be an advantage.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way. **Duties**

The Branch is seeking to fill and create a merit list for a broad range of APS 5 positions, including roles in leasing, property strategy and governance, emergency management and project management. These roles may see you:

- Provide support in managing whole of life leasing arrangements in accordance with the Department of Finance processes and initiatives.
- Supporting the department to design and implement innovative accommodation fit-out options to support modern ways of working.
- Assist with the implementation of effective administrative processes to ensure the department's estate and infrastructure is effectively managed and fit for purpose.
- Supporting the department's emergency management response and business recovery measures.
- Providing support with accommodation and building projects, and associated project management procedures.

As an APS Level 5 and in accordance with the APS work level standards, you will:

- Interpret relevant standards, regulations and policies to confidently prepare advice and draft reports
- Gather and analyse information to inform continuous improvement and innovation within the Branch
- Liaise with stakeholders, both within the Branch and outside to facilitate the best outcome for the work program
- Review contract and service level agreements with the department's suppliers and Property Service Provider and escalate where required.
- Proactively monitor tasks within the work area and adjust priorities where required
- Adhere to relevant legislation and requirements including the Public Governance, Performance and Accountability Act 2013 and Commonwealth Property Management Framework.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a minimum 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 ongoing and non-ongoing vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is Canberra based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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	Trent Brooks, 02 6213 6060
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0729633

**Department of Industry, Science and Resources
(DISR)**

Closing Date: Thursday 21 September 2023

Science
Office of the Chief Scientist

Job Title	Writer, Office of the Chief Scientist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,444 - \$99,167
Classification	APS Level 6
Position Number	513866
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/listing/>

About the department

Australia's Chief Scientist

Australia's Chief Scientist provides high-level, evidence-based advice to the Prime Minister and Ministers on matters relating to science, technology, and innovation. The Chief Scientist is an advocate and champion for Australian science domestically and internationally.

The Office of the Chief Scientist

The Office of the Chief Scientist (OCS) supports the Chief Scientist in ensuring advice to government is underpinned by the best available science and research. The OCS provides a bridge between the Chief Scientist and stakeholders in government and externally. The OCS has significant policy and communications capacity, and dedicated administration capability.

Work produced is wide-ranging and includes analysis and reports, meeting agenda papers and minutes, briefing notes, data-related material, as well as a suite of communication products.

The OCS provides secretariat support for the National Science and Technology Council, the Forum of Australian Chief Scientists, and the Government Scientists Group, and undertakes projects to support science policy development and science engagement.

The opportunity

The Office of the Chief Scientist is seeking a speechwriter to join its communications team.

The successful candidate will have:

- Strong writing skills and experience with speechwriting and/or in broadcast or print journalism.
- Excellent judgement, the ability to manage risk, and an eye for detail.
- An understanding of the strategic and stakeholder environment in which the Chief Scientist operates.
- Demonstrated ability to work well within a team whilst being adaptable, resilient and solutions focused.

The following skills and experience would be highly regarded:

- Experience developing a wide range of communications' materials, including social media content.

Duties

In supporting the Chief Scientist, the responsibilities of the speechwriter include working with other members of the communications team to:

- Write speeches.
- Prepare presentations and remarks.
- Prepare scripts for video messages and develop other audio-visual opportunities.
- Prepare media releases, talking points, website, and social media content.
- Produce other content, as required, including assistance in drafting, and reviewing forewords, opeds and reports from the Chief Scientist and the Office of the Chief Scientist.
- Explore media opportunities, engage media, and manage media enquiries.
- Develop and maintain relationships with stakeholders, within government and externally.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Successful applicants will be required to obtain and maintain Baseline security clearance.

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 based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a

workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

For further information about this job, please click [Apply Now](#) to visit the department's Current Vacancies.

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

About the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Kirsten Lawson, 02 6213 7276
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0729655

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 20 September 2023

Chief Information Officer
ICT Operations Information Management

Job Title	Content Manager System Administrator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$80,250 - \$84,668
Classification	APS Level 5
Position Number	513888
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/listing/>

About the department

The department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity. The success of the department helps Australia recover from the economic consequences of COVID19 and adapt to its ongoing effects. Through our work, we support the government's economic recovery plan and help to deliver a better future for all Australians.

About the team

The Information Management Section is a multi-disciplinary team that sits within the Chief Information Officer Division. The team is responsible for a range whole-of-department information governance and management policies, frameworks, and record keeping activities in accordance with the requirements of the National Archives of Australia. The team also provides technical support, training and enhancements for the department's electronic document management and record keeping systems.

Our ideal candidate

To be successful in this role you will have a strong technical background in information management and record keeping in a government setting. You will have a digital focus and the drive and initiative to ensure the department's compliance with whole-of-government targets, record keeping obligations and framework.

We are looking for people who can demonstrate the following:

- Demonstrated experience in administering and working within an electronic document and records management system such as Content Manager.

- Sound knowledge of Australian government statutory information management and record keeping obligations, including processes and procedures.
- Experience with information holdings, document classification, and system administration.
- Ability to develop and support strong, professional relationships at all levels within an organisation.
- Excellent judgement and problem-solving skills.
- Well developed oral and written communication skills.
- Ability to work independently and within a team environment to deliver outcomes.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

The successful candidate will provide accurate specialist advice about the department's information management and record keeping systems and obligations.

The key responsibilities include:

- Contribute to the department's commitment to meeting targets articulated in whole-of-government policies.
- Contribute to the improvement of the department's digital and physical record keeping processes across systems (Content Manager).
- Troubleshoot system technical issues with stakeholders and/or liaise with vendor to escalate as required.
- Assist with the administration of the Content Manager system, including destruction, creation, quality assurance tasks, reporting activities, application upgrades, and system enhancements.
- Provide a high-quality customer focussed service by monitoring support queues and responding to customer enquiries in a timely manner.
- Contribute to the development and upkeep of team procedures and assist with training when necessary.
- Flexibly support and undertake recordkeeping activities across the team as required.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

This position requires an NV1 security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

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The department does currently offer flexible work opportunities for many roles. This vacancy is

Canberra based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

For further information about this job, please click [Apply Now](#) to visit the department's Current Vacancies page.

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

About the Department of Industry, Science and Resources (DISR)

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To Apply

Position Contact	Michael Gosling, 02 6213 7886
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0729669

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 20 September 2023

AusIndustry
Business Outreach & Engagement AusIndustry Insights

Job Title	Senior Business Intelligence Officer, AusIndustry
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,444 - \$99,167
Classification	APS Level 6
Position Number	513885
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/listing/>

About the department

The department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity. The success of the department helps Australia recover from the economic consequences of COVID19 and adapt to its ongoing effects. Through our work, we support the government's economic recovery plan and help to deliver a better future for all Australians.

About the team

The Business Outreach and Engagement Branch assists businesses to engage with government, in a simpler and more streamlined way. We directly support businesses to grow, access services and grants, and make connections and networks. This gives us unique insight into local conditions, and the impact of government policies and programs on the ground.

The AusIndustry Insights section develops insights about the challenges and opportunities that Australian businesses are experiencing day to day, in near real-time. To do this, we pair qualitative business stories with quantitative data from business interactions with government programs, and our website and contact centre. Our business insights are shared across the APS to assist with policy challenges, inform decision-making, and improve impact and outcomes for businesses.

What's in it for you?

This role will provide an excellent opportunity to understand the experiences of Australian businesses. You will see large amounts of near real-time information directly from businesses about the challenges and opportunities they are facing, and their experience of government policy and programs on the ground.

You will get the chance to hone your writing and analysis skills, given the volume of reports and briefs we produce. You will build strong relationships with policy teams across DISR, the APS, and other levels of government, as we regularly share business insights with them.

As an added bonus, you'll be able to test and apply our APS-leading artificial intelligence work, including the use of our AI smart assistant, "BI Dave".

Our ideal candidate

Our ideal candidate is a strong communicator who can write clearly and concisely. You are able to analyse complex written information, drawing out key themes and gaps. You can distil large amounts of information into simple and persuasive key messages.

You have excellent judgement and think strategically. You identify emerging issues and trends in our raw business intelligence, then link them with strategic priorities across government. You enjoy working collaboratively and building partnerships and networks.

You are curious, enjoy improving processes and exploring new ways of doing things. You are flexible and adaptable, delivering results under deadline pressure, ambiguity and changing circumstances.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

You will work as part of a small and collaborative team, using qualitative and quantitative information to develop business insights. In particular, you will:

- Lead the drafting of the weekly AusIndustry Business Impacts Report, which is shared with more than 800 stakeholders across government, including our 3 DISR Ministers.
- Develop ad hoc business insights reports on current policy issues.
- Respond to urgent requests for the DISR Executive and Ministers, including meeting briefs, input to speeches, and correspondence.
- Represent the team at meetings with internal and external stakeholders.
- Develop practical resources, such as user guides, to support data standardisation and capability.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

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The department does currently offer flexible work opportunities for many roles. This vacancy is Canberra based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

For further information about this job, please click [Apply Now](#) to visit the department's Current Vacancies page.

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About the Department of Industry, Science and Resources (DISR)

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To Apply

Position Contact	Sally Bayley-Nelson, 02 6102 9105
Agency Recruitment Site	https://careers.industry.gov.au/en/listing/

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Geoscience Australia

Closing Date: Thursday 21 September 2023

Corporate
Enabling Services Communications

Job Title	Digital and Video Producer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Symonston ACT
Salary	\$90,555 - \$104,820
Classification	APS Level 6
Position Number	17753
Agency Website	www.ga.gov.au

Job Description

<https://www.ga.gov.au/about/careers/current-vacancies>

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures: and to elders past and present.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

Our team

The Creative Production team is responsible for providing strategic design products and visual solutions to support Geoscience Australia's science communication activities. This multi-disciplinary team has primary responsibility for developing brand experience through web, print and video channels and to support social media channels to engage with our diverse users.

We service the science and support divisions and collaborate closely with five teams: Strategic Communications, Public Relations, Organisational Communication and Change, Digital Experience and Cartography to design innovative events and experiences.

Duties

In this role you will:

- organise and direct talent and location video shoots, conduct interviews and review scripts
- undertake filming, lighting and audio recording responsibilities

- undertake post-production activities including editing, visual effects, colour-grading and audio mixing
- design and develop movies/motion graphics products
- manage contracts and procurement of video-related content and equipment and negotiate positive outcomes with service providers
- manage video streaming channels
- undertake quality assurance activities to ensure team products are accurate, appropriate and meet best-practice principles and manage any identified risks
- set work priorities and manage your workflow to meet deadlines, maintain accurate job records and store data in line with standard work practices
- supervise and guide team members performing related roles in the development of specialist, creative and technical design expertise
- propose and facilitate innovation initiatives and contribute to business improvement strategies and to change in workplace practices
- implement and champion best practice creative practices and user focussed principles
- liaise with other sections, external agencies and external stakeholders to facilitate cross-agency or multi-agency planning or learning and development
- develop and support complex relationships with internal and external stakeholders; anticipate and respond to their needs and expectations
- monitor changes in the broader work environment that may impact on work objectives
- maintain and continue to develop knowledge and expertise in relation to professional skills and industry best practice and trends.

To be successful in the role you will:

- understand the strategic objectives of the organisation; identify broader factors, trends and influences that may impact on achievement of work objectives; initiate and develop plans and strategies accordingly
- identify issues and problems and work to resolve them; identify risks and uncertainties and take account of these in planning, decision-making and priority setting
- think laterally; be innovative; identify, implement and promote improved work practices
- build and sustain relationships; liaise and consult with a range of stakeholders including team members, other teams, colleagues, clients and external stakeholders; keep them informed of progress and issues
- identify key individuals who need to be involved; make effective use of team and individual capabilities and negotiate responsibilities for work outcomes
- take personal responsibility for accurate completion of work within timeframes and quality requirements; take the initiative to progress work when required
- demonstrate flexibility and cope effectively with day-to-day work changes, shifting priorities and periods of uncertainty
- structure messages clearly and succinctly, both orally and in writing
- make time for people despite competing priorities; provide guidance and offer full support when required
- adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way.

Required skills, knowledge, experience and/or qualifications

- Relevant work experience or a bachelor's degree or diploma in related discipline.
- Demonstrated experience using Adobe Premiere Pro, After Effects and PowerPoint.
- Experience with live streaming and related production processes.
- Knowledge of leveraging video sharing platforms for marketing and outreach.
- Ability to travel on occasion.

- Excellent communication skills, both written and oral.

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 the [careers page](#) of 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 Douglas Warouw on (02) 6249 9085 or email Douglas.Warouw@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ['Applying for an APS job: cracking the code'](#). **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the [Australian Public Service Commission website](#).

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@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.

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	Douglas Warouw, (02) 6249 9085
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0729325

Geoscience Australia

Closing Date: Thursday 21 September 2023

Corporate
Enabling Services Communication

Job Title	Graphic Designer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Symonston ACT
Salary	\$78,077 - \$86,690
Classification	APS Level 5
Position Number	11789
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 offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

Our team

The Design, Multimedia and Web team is responsible for providing strategic design products and visual solutions to support Geoscience Australia's science communication activities. This multi-disciplinary team has primary responsibility for developing brand experience through web, print and video channels and supports social media to engage with our diverse users.

We service the science and support divisions and collaborate closely with five teams—Strategic Communications, Public Relations, Organisational Communication and Change, Digital Experience and Cartography to design innovative events and experiences.

The role will be responsible for the development of brand graphics, large-format displays, publications, infographics and promotional collateral for print and digital channels.

Duties

In this role you will:

- design and produce quality creative and accessible products for print and digital distribution
- coordinate procurement and negotiate positive outcomes with service providers
- conduct quality assurance activities to ensure design products are accurate and appropriate and to support less-experienced designers
- liaise with internal and external stakeholders to ensure positive customer outcomes
- manage your workflow to meet deadlines, maintain accurate job records and store data in line with standard work practices
- develop and maintain internal and external relationships; be responsive to changes in client and stakeholder needs; provide courteous, prompt and professional service to clients
- assess and use judgement to determine customer needs and requirements and assist in developing, implementing and evaluating design products
- research, analyse and apply innovation initiatives to maximise the benefits of change and contribute to the quality and efficiency of design services.
- undertake activities to develop knowledge and expertise in relation to professional skills

To be successful in the role you will:

- understand the strategic objectives of the organisation; identify broader influences that may impact on achievement of work objectives; contribute to the development of plans, strategies and team goals
- identify issues and problems and work to resolve them; identify risks and uncertainties and take account of these in planning and priority setting
- think laterally; be innovative; identify and implement improved work practices
- build and sustain relationships; liaise with a range of stakeholders including team members, other teams, colleagues and clients
- take personal responsibility for accurate completion of work within timeframes and quality requirements; take the initiative to progress work when required

- demonstrate flexibility and cope effectively with day-to-day work changes, shifting priorities and periods of uncertainty
- communicate clearly and succinctly, both orally and in writing
- adhere to documented procedures; use, and encourage others to use appropriate information management systems to keep information up to date; see tasks through to completion
- make time for people despite competing priorities; provide guidance and offer full support when required
- adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way.

Required skills, knowledge, experience and/or qualifications

- a bachelor's degree or diploma in graphic design or closely related discipline and relevant work experience
- a strong sense of aesthetics
- demonstrated experience using Adobe Creative Cloud - InDesign, Photoshop and Illustrator
- demonstrated experience in preparing final art files for print and digital
- excellent communication skills, both written and oral

Are you unsure about applying?

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To Apply

Please visit the [careers page](#) of 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 Douglas Warouw on (02) 6249 9085 or email Douglas.Warouw@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ['Applying for an APS job: cracking the code'](#). **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

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

declare you have a disability; and meet the minimum requirements for the position. For more information please visit the [Australian Public Service Commission website](#).

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation. **Notes**

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

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To Apply

Position Contact	Douglas Warouw, (02) 6249 9085
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0729579

Geoscience Australia

Closing Date: Thursday 21 September 2023

Place and Communities
Oceans Reefs Coasts Antarctica Georegulation

Job Title	Project Officer
Job Type	Full-Time, Non-Ongoing
Location	Symonston ACT
Salary	\$90,555 - \$104,820
Classification	APS Level 6
Position Number	18894
Agency Website	www.ga.gov.au

Job Description

<https://www.ga.gov.au/about/careers/current-vacancies>

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Our Team

The Georegulation Section is responsible for defining the authoritative location of Australia's maritime boundaries and providing digital spatial data representation of marine jurisdiction rights, restrictions and responsibilities under Commonwealth Legislation.

The Georegulation Section advises the Australian Government on matters where the location of maritime boundaries are part of the decision making process or affect Australian Government interests. This includes:

- providing advice during the drafting of legislation e.g. ensuring the legislation can be represented geographically, coordinating with other offshore legislation, and;
- translating legislation into precise and fit-for-purpose spatial data e.g. to enable legal decision making and support enforcement.
- making Georegulation data publicly accessible through digital platforms.
- extending these capabilities to governments in our region.

Duties

As part of the Department of Foreign Affairs and Trade's Marine Resources Initiative (MRI), Geoscience Australia is assisting Southeast Asian maritime states to manage their marine resources and address maritime challenges via training, technical advice, and cooperation. To date, we have been delivering activities in partnership with two countries in the region and are now expanding

into three more. This continues Australia's long history of partnership with countries to improve administration, planning and sustainable resource management in their offshore jurisdictions, and work with the international community to improve global marine planning and information sharing.

Working with under limited direction, in this role you will assist in the implementation of a demand-driven program to assist coastal states in Southeast Asia to manage their marine resources (Marine Resources Initiative - MRI). The role requires a strong focus on project management to develop and deliver activities, and extensive stakeholder engagement including teleconference and in-person meetings and activities to implement the principles of co-design and provide valuable outcomes for participants.

In this role you will:

- Undertake detailed or sensitive projects that impact on the strategic, political, or operational outcomes for the Australian Government in line with agency goals and objectives, including delivering products that require geospatial analysis or cartographic representation of data.
- Support engagement with stakeholders, maintaining relationships with project funders, implementation partners, and recipients.
- Contribute to the provision of professional advice on sensitive matters.
- Work collaboratively with teams based in Australia and overseas.
- Communicate effectively, both written and spoken, including formal briefings, letters, and presentations: interpreting technical content for a non-technical audience.
- Represent the Australian Government in a professional manner in regional and international forums.

To be successful in the role you will:

- Implement plans and timelines for activity delivery and monitor activity progress.
- Seek feedback from stakeholders to gauge satisfaction and work collaboratively and operate as an effective team member.
- Demonstrate professionalism and probity by adopting a principled approach and adherence to the APS Values and Code of Conduct

Required skills, knowledge, experience and/or qualifications

- Qualifications/experience/knowledge in environmental science or related discipline. Experience working in marine and coastal management and conservation, including geographic information systems (GIS), is desirable.

Are you unsure about applying?

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To Apply

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- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Jonah Sullivan on (02) 6249 9529 or email jonah.sullivan@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, [‘Applying for an APS job: cracking the code’](#). **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
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Recruitability

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To Apply

Position Contact	Jonah Sullivan, (02) 6249 9529
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0729583

Geoscience Australia

Closing Date: Thursday 21 September 2023

Place and Communities
Oceans Reefs Coasts Antarctica Georegulation

Job Title	Senior Project Officer
Job Type	Full-Time, Non-Ongoing
Location	Symonston ACT
Salary	\$109,001 - \$123,220
Classification	Executive Level 1
Position Number	18893
Agency Website	www.ga.gov.au

Job Description

<https://www.ga.gov.au/about/careers/current-vacancies>

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- providing advice during the drafting of legislation e.g., ensuring the legislation can be represented geographically, coordinating with other offshore legislation,
- translating legislation into precise and fit for purpose spatial data e.g., to enable legal decision making and support enforcement,
- making Georegulation data publicly accessible through digital platforms,
- extending these capabilities to governments in our region - the focus of this role.

Duties

The role

As part of the Department of Foreign Affairs and Trade's Marine Resources Initiative (MRI), Geoscience Australia is assisting Southeast Asian maritime states to manage their marine resources and address maritime challenges via training, technical advice, and cooperation. To date, we have been delivering activities in partnership with two countries in the region and are now expanding into three more. This continues Australia's long history of partnership with countries to improve administration, planning and sustainable resource management in their offshore jurisdictions, and work with the international community to improve global marine planning and information sharing.

The Senior Project Officer will lead in the implementation of the Marine Resources Initiative (MRI). The role requires a strong focus on project management to develop and deliver activities, and extensive stakeholder engagement including in-country co-design of marine activities that provide valuable outcomes for partner countries.

In this role you will:

- Prioritise, plan, and deliver activities that contribute to the strategic, political, or operational outcomes for the Australian Government and project outcomes, including activities that have a geospatial (GIS) component or are technical in nature.
- Engage with stakeholders, building and maintaining relationships with project funders, implementation partners, and recipients.
- Provide timely and professional advice on sensitive matters.
- Work collaboratively with teams based in Australia and overseas, including manage a small team in Canberra.
- Communicate effectively, both written and spoken, including formal briefings, letters, and presentations: interpreting technical content for a non-technical audience.
- Engage with highly complex or sensitive issues or contentious information to provide actionable advice.
- Represent the Australian Government in a professional manner in regional and international forums.

To be successful in the role you will:

- establish clear plans and time limits for project implementation and outline specific activities and adjust plans as required.
- value specialist expertise and capitalise on the expert knowledge and skills of others and build and sustain relationships with a network of key people.
- seek feedback from stakeholders to gauge satisfaction and work collaboratively and operate as an effective team member.
- Demonstrate professionalism and probity by adopting a principled approach and adherence to the APS Values and Code of Conduct

Required skills, knowledge, experience and/or qualifications

- Qualifications/experience/knowledge in environmental science or related discipline. Experience working in marine and coastal management and conservation is desirable.

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To Apply

Position Contact	Jonah Sullivan, (02) 6249 9529
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0729552

IP Australia

Closing Date: Thursday 21 September 2023

Innovation and Technology Group

Job Title	Solution Architect
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - TAS TAS, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT
Salary	\$110,917 - \$124,837
Classification	Executive Level 1
Position Number	494493
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

Are you a problem solver with a passion for technology? We're seeking an experienced and talented solution architect to join our team of Solution and Enterprise Architects. In this role, you'll be collaborating closely with multidisciplinary teams to design and implement cloud solutions to foster innovation in Australian industry.

The Solution Architect is a leader that works under limited direction exercising reasonable autonomy and accountability. As part of a small team of experienced Enterprise and Solution Architects in the Strategy and Architecture Team at IP Australia, the position is responsible for specifying the solution architecture to meet complex business requirements, considering the technical and commercial implications of the solution.

Duties

- Work as part of a collaborative team of architects and champion the development, maintenance and review of Solution Architectures in IP Australia.
- Communicate solution architecture to enable delivery and gain agreement across stakeholders.
- Assist in the development and maintenance of the Enterprise Architecture models, patterns and reference architectures.
- Assist with providing architectural and technology advice to executives, management, and technical stakeholders and, where required, seek expert knowledge from subject matter experts.
- Foster engagement, collaboration, and communication across the Agency with stakeholders to determine how IT platforms enable organisational business strategies and functions.
- Maintain and continually update your own knowledge in various technologies, architecture frameworks, and current and future states of system architecture within IP Australia.
- Proactively contribute to section planning and apply a continuous improvement approach through enhancement and implementation of services to uplift the capabilities of the team.
- Coach and mentor others in design standards and other architectural matters.

For more information about this role, including the type of person we are looking for, please refer to the position profile available by clicking the 'Apply Now' button. **Eligibility**

Essential Knowledge:

- Deep architectural knowledge: A robust understanding of architectural principles, patterns and frameworks, accompanied by practical experience in their implementation.
- The Essential 8: The candidate should understand the ACSC's Essential 8 mitigation strategies.

Essential skills:

- Ability to develop concise detailed system, data, user, interaction diagrams and associated documentation.
- A demonstrable passion for learning and a dedication to working collaboratively.

Qualifications:

- Qualifications in technology or related discipline.

Additionally, it would be desirable to have a combination of:

- Knowledge of EA concepts, methodologies and techniques.

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

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

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information. **Notes**

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of three years.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQ+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

IP Australia embraces flexibility, including hours and location. Most of our roles can be done from anywhere in Australia, as long as you have reliable internet connection and an appropriate office set-up. We have offices in Canberra (Ngunnawal) and Melbourne (Naarm) for employees who are located within a reasonable distance to the office and most employees work a mixture of days in the office and days from home. Employees who are not located near an office, work completely remotely.

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Geoff King, Geoff.King@ipaustalia.gov.au
Agency Recruitment Site	https://www.ipaustalia.gov.au/about-us/careers/vacancies

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**Infrastructure, Transport, Regional
Development and Communications**

Vacancy VN-0729592

Australian Maritime Safety Authority

Closing Date: Friday 29 September 2023

Policy & Regulation

Job Title	Advisor Data Analytics
Job Type	Full-Time, Ongoing
Location	Braddon ACT
Salary	\$115,565 - \$134,122
Classification	Executive Level 1
Position Number	2342
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

Advisor Data Analytics
\$115,565 - \$134,122 + 15.4% super
Canberra based
Ongoing

ABOUT THE ROLE

The Advisor Data Analytics will support the Senior Advisor in developing a common understanding and knowledge of data management, reporting and analytics.

The Advisor will be responsible for leading the technical implementation and management of the data analytics platform. They will also be required to build relationships across AMSA's business areas to inform development and maintenance of AMSA's data strategy and data products.

The Advisor will seek to understand business needs and to identify risks and challenges.

You will be responsible for:

- Understand business data needs to enable data-driven decisions
- Collaborate with technical architects and teams to inform development of an implementation plan that will enable consistent, trusted, and available data
- Research AMSA's data requirements and develop options for improving data quality
- Support the development of an enterprise data capability, master data management standards, data governance procedures, and data integrity
- Applicants will be required to obtain and maintain a baseline security clearance
- Commit to the AMSA Code of Conduct and Values

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Excellent technical skills, including proficiency with various programming languages, business software and data management products such as SQL, Python, and visualisation tools such as PowerBI, Tableau or Qlik
- Previous experience managing data environments, such as data warehouses or cloud analytics environments
- Conceptual, analytical and problem-solving expertise, including strong attention to detail and the ability to develop and document consistent processes
- Strong written and verbal communication skills, with the ability to appropriately engage with internal and external stakeholders to understand their needs and ensure outputs meet their expectations

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the [AMSA Enterprise Agreement 2016-2019](#).

AMSA BENEFITS

We are committed a supportive and collaborative work environment, which is why AMSA offers:

- Flexible work including work from home arrangements
- Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement
- An office-wide Christmas period shutdown (in addition to annual leave provisions)
- An ability to work for an organisation charged with protecting our marine environments and saving lives

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit [our website](#).

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of “ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”.

We are proud to have been recognised as an [Inclusive Employer 2022-2023](#) by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.

Don't meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we're looking for!

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our [Diversity and Inclusion Strategy](#).

HOW TO APPLY

Please complete your application on our website via the [Careers at AMSA](#) page by **29 September 2023**. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Lenin Jackson on 02 6279 5539.

If you have any questions about the recruitment process please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the APS Act. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

Eligibility Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – “Safe and clean seas, saving lives”. AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Lenin Jackson, 02 6279 5539
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Prime Minister and Cabinet

Vacancy VN-0729603

Australian National Audit Office

Closing Date: Sunday 24 September 2023

Professional Services and Relationships Group

Job Title	APS4 Administration Officer
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	\$73,819 - \$81,131
Classification	APS Level 4
Position Number	086/2023
Agency Website	https://www.anao.gov.au

Job Description

<https://anaocareers.nga.net.au/?jati=F8C93BAD-75A3-A7C3-6999-D202046469F0>

The Professional Services and Relationships Group (PSRG) External Relations team supports the Executive in their role as primary relationship managers by centrally managing, coordinating and facilitating Parliamentary engagement and key relationships with the national and international auditing community.

As the Administrative Support Officer (APS4), External Relations in PSRG you will have:

- the ability to deliver quality administrative tasks in a timely manner, either independently or under limited direction;
- high-level organisational, planning and coordination skills;
- the ability to communicate effectively to a range of stakeholders;
- the ability to manage multiple priorities and achieve outcomes;
- the ability to work collaboratively and flexibly within a team and independently to deliver objectives and priorities; and
- demonstrated Microsoft Office knowledge or demonstrated ability to learn and quickly apply new technology or tools.

Duties

- contributing to a team that is responsible for the delivery of a range of external relation services;

- managing shared inboxes and calendars;
- assist with domestic and international travel bookings and logistics;
- supporting the completion of credit card acquittals;
- respond to general enquires from internal and external stakeholders;
- arranging meetings and organising logistical arrangements, such as room bookings and catering;
- creating files and managing documents and information; and
- carrying out a range of other administrative duties and projects as required.

Eligibility

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a [security clearance](#) at the baseline level.

Notes

How to apply:

Applications must be submitted using the [online recruitment system](#).

Applicants are required to submit a current CV/resume and a statement of claims (500 words maximum) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position. We highly recommend that you refer to the [ANAO Core Capability Framework](#) when preparing your statement of claims.

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

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Emelyn Turk, (02) 6203 7711
Agency Recruitment Site	https://anaocareers.nga.net.au/?jati=F8C93BAD-75A3-A7C3-6999-D202046469F0

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Prime Minister and Cabinet

Vacancy VN-0729610

Australian National Audit Office

Closing Date: Sunday 24 September 2023

PSRG

Job Title	EL1 Director, Legal Services
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Barton ACT
Salary	\$115,286 - \$129,915
Classification	Executive Level 1
Position Number	-
Agency Website	https://www.anao.gov.au

Job Description

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

The **Professional Services & Relationship Group** provides high level technical advice to the Auditor-General, support the audit and assurance activities of the ANAO with methodology and advice, support the Auditor-General with his relationship with the Parliament and to create and maintain strong relationships with key public sector stakeholders, nationally and internationally.

Under the broad guidance of the Senior Director Legal Services, the EL1 Director in Legal Services will:

- Provide high level in-house legal advice to the senior executive and ANAO functional groups;
- Assist in the management of the ANAO's participation in legislative and law reform activities that impact upon the ANAO and the *Auditor-General Act 1997 (Cth)*; and
- Provide guidance, templates and training to assist ANAO functional groups with legal issues.

Duties

Duties include:

- The EL1 Legal Services will assist the Senior Director Legal Services to support the Auditor-General and the ANAO to effectively interpret and apply the Auditor-General Act 1997 (CTH).
- Advising on a broad range of legal matters, including government and administrative law (public law) matters and legislative interpretation.

The work is characterised by:

- Building and sustaining relationships with internal and external stakeholders;
- Demonstrating a strong commitment to client service;
- Interest in gaining experience in a broad range of legal areas; and
- Demonstrating a high level of autonomy and responsibility and the ability to work as part of a small team.

Eligibility

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a baseline [security clearance](#). For information about the security clearance process, please refer to the [AGSVA website](#).

Degree - Applicants must hold a law degree from an Australian University or equivalent tertiary qualifications that will allow for admission.

Admission - Applicants must have completed their GDLP or equivalent and must be admitted or able to be admitted on accepting the position and obtain and hold an ACT Law Society practising certificate.

How to apply

Applications must be submitted using the [online recruitment system](#).

Applicants are required to submit a current CV/resume and a statement of claims (between 750 and 100 words maximum) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position. We highly recommend that you refer to the [ANAO Core Capability Framework](#) when preparing your statement of claims.

Contact:

Name: Marilia Mendes

Phone Number: (02) 6203 7474

Email Address: marilia.mendes@anao.gov.au

Closing Date: Applications close **11:30 pm (AEST) on Sunday 24 September 2023**.

Notes

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

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Marilia Mendes, (02) 6203 7474
Agency Recruitment Site	https://www.anao.gov.au/

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Prime Minister and Cabinet

Vacancy VN-0729649

Australian Public Service Commission

Closing Date: Sunday 17 September 2023

Workforce Policy, Integrity and Operations
Enabling Services Group

Job Title	Assistant Commissioner, Head of Enabling Services Group
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	23_84
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the Group

The Enabling Services Group supports the Commission to fulfil its purpose of being a valued, credible and trusted partner to the APS. We provide strategic and operational workforce and corporate services, to ensure efficient and effective operations of the Commission. We lead and support a culture of continuous improvement, with innovative approaches to business processes that are fit for purpose, create value and improve productivity across the Commission.

The Group contributes to the Commission's purpose by enabling and building the capability of the organisation to respond effectively to current and future business needs, through strategic and efficient governance, systems and services.

The Group provides services in the following areas to enable the delivery of the Commission's purpose: human resource (HR) management, financial management, governance, property and facilities management, ICT strategies and solutions, digital technology support, as well as APS workforce deployments.

Duties

The Head of Enabling Services leads the Enabling Services Group that plays an integral role to ensure the efficient and effective operations of the Commission.

The position is responsible for the overall strategic direction and management functions of the Group and the Commission, including people and culture; finance, procurement and assurance; governance and parliamentary; information technology; security; property; shared services (IT & Payroll) and APS Workforce Deployments (through the APS Surge Reserve).

The position will be supported by the relevant corporate function heads, who will report directly to the position. This includes the Chief Financial Officer.

The position reports directly to the Deputy Commissioner and is an adviser of the Commission's Executive Board, which is the primary governance forum for strategic leadership of the Commission.

Further Information

For detailed information about this role, please refer to the downloadable Candidate Information Pack, which can be accessed by clicking the Apply Now button.

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) or, in limited circumstances, in the process of obtaining citizenship.

Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All Commission staff are required to have a minimum Baseline security clearance prior to commencement.

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

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

Notes

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

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Jo Talbot, 02 6202 3565
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0729504

Services Australia

Closing Date: Wednesday 20 September 2023

Job Title	Senior Systems Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Greenway ACT
Salary	\$87,735 - \$101,451
Classification	APS Level 6
Position Number	EXT-APSL-2023-1398
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

Business Systems Administrators manage, maintain and provide support for software as a service (SaaS) solutions.

Senior Systems Administrators:

- promote and deliver flexible, quality service to improve customer experience
- work under the limited direction of senior staff to deliver results
- make ethical, evidence based decisions using sound judgement
- anticipate and respond to stakeholder needs and expectations
- may manage a team.

Duties

- Providing system administration support, system maintenance and operational support to ensure optimum system performance.
- Performing routine checks and monitor performance to ensure systems are working correctly.
- Investigate and resolve complex issues relating to applications and systems maintenance and escalate as required.
- Preparing installation and system upgrades.
- Preparing correspondence including reports, and documentation for review by senior staff.
- Supporting and manage staff including performance, attendance and health and well being.
- Exercising appropriate delegations in line with legislation and guidelines.

Eligibility

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

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

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 an LGBTI+ gold 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	Scott Parr, 0408 677627
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencecode=ext

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Social Services

Vacancy VN-0729489

Department of Social Services

Closing Date: Thursday 21 September 2023

Community Grants Hub
State Network

Job Title	Assistant Director - State Network Branch and Health Grants Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hobart TAS
Salary	\$113,563 - \$128,907
Classification	Executive Level 1
Position Number	EXT-2023-0835
Agency Website	https://www.dss.gov.au/

Job Description

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

Assistant Directors play a critical role to the Hub's success in ensuring that Government funded programs are delivered effectively to support Australian people and communities.

Assistant Directors help connect the strategic vision of the organisation's 'big picture aspirations' with the strategic operations 'how will we get there?'

Assistant Directors in the Hub lead and support staff to:

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

As Executive Leaders, Assistant Directors are accountable and expected to:

- build cohesion and a shared sense of purpose and pride
- demonstrate effective people management skills to build a highly capable team
- engage staff so they feel included and valued
- educate and inspire employees to better understand the desired values, practices and behaviours
- energise employees with new ways of being and working.

Occasional travel may be required.

Duties

- operationalise strategic messaging and the intent of the Community Grants Hub and the broader department to drive the team performance
- build productive working relationships with internal and external stakeholders, including other business areas in the Community Grants Hub, state networks, client agencies,

Commonwealth state and territory governments, local governments, peak representative organisations, not-for-profit community sectors, service providers, local communities, and research bodies

- build staff performance, capability and diversity through coaching and supporting staff in their work
- perform strategic risk management by proactively acting on risks that require mitigation, management and escalation
- provide advice and local intelligence on program and provider performance, and risk management and ensuring timely escalation when required
- contribute to innovation and business improvement strategies.

Please review the job pack for the full position description.

Eligibility

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

Eligibility to obtain an Australian Government Security Clearance:

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

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

Notes

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

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

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

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

About the Department of Social Services

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

To Apply

Position Contact	Evan Trevor-Jones, 03 6213 9358
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0729564

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Thursday 21 September 2023

Regulatory Policy, Insights and Review Division
Data and Insights

Job Title	Senior Data Analyst, Reporting & Insights
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$89,445 - \$100,537
Classification	APS Level 6
Position Number	152_09/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Data and Insights Team

The Data and Insights Team is responsible for the delivery of high-quality analytics that underpin data-driven decision-making and enable the NDIS Commission to ensure people with disability receive quality and safe supports and services under the NDIS.

The team is accountable for data management and modelling, providing business intelligence to operational units, reporting on key metrics and trends, and developing models to facilitate safeguarding. The team also provides regular, reliable and accurate data to senior leadership.

Duties

In this role, you will:

- Contribute to the development of systems for the extraction, linkage, management, monitoring, analysis and reporting of relevant data.
- Undertake statistical analyses of NDIS Quality and Safeguards data and associated datasets.
- Provide analytical expertise to support the evaluation and reporting of NDIS Quality and Safeguards data and associated datasets.

- Contribute to the development and implementation of the data and analytics function, including the development and tracking of key indicators.
- Contribute to the preparation of analytics reports for a varied audience, including routine reporting on key Commission indicators and ministerial briefings.
- Provide subject matter expertise on data analysis and reporting, and the use of data for risk profiling and compliance with Commission rules.
- Provide support and guidance to stakeholders in the interpretation of analytical results
- Contribute to good documentation practices that enable replicable processes for analysis, evaluation, monitoring and quality improvement

Eligibility

Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020.

To Apply

Position Contact	Tomi Adejoro, 07 3237 6584
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0729566

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Thursday 21 September 2023

Corporate
Chief Information Officer Information Management

Job Title	Senior Information Management Officer
Job Type	Full-Time, Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$89,445 - \$100,537
Classification	APS Level 6
Position Number	153_09/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Information Management Section

The Information Management section is responsible for overseeing the management of the NDIS Commission's information assets (data, records, and information). We are seeking an enthusiastic and driven person with the relevant skills and experience to join the section at the APS6 level.

Duties

Key duties

- Provide expertise and technical knowledge in specialist areas, such as Content Manager (TRIM) administration.
- Provide specialist advice and technical expertise to stakeholders (e.g. on complex enquiries in relation to Content Manager) and monitors the impact and quality of customer service activities.
- Provide expertise and knowledge in uplifting the NDIS Commission's Information Management maturity via delivering education and awareness programs, including facilitating training and assist in the promotion of the section (e.g. induction to new staff, meetings, other forums).
- Perform independent research and analysis work, report on findings, and contribute to the NDIS Commission's key areas to support Corporate functions.
- Assist in the strategic planning for the section and contribute to Information Governance activities, including contribute to the development of information management policies, guidelines, procedures, strategic roadmaps and specialist training materials.
- Manage relationships with internal and external stakeholders to achieve the work area's and the NDIS Commission's goals.

Eligibility Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020.

To Apply

Position Contact	Anisha James, 02 6152 5163
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0729606

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Thursday 21 September 2023

Regulatory Operations Division
Regulatory Campaigns & Projects Indigenous & Remote Operations

Job Title	Indigenous & Remote Provider Relations Officer
Job Type	Full-Time, Ongoing
Location	Perth WA, Darwin NT, Brisbane QLD
Salary	\$81,661 - \$87,208
Classification	APS Level 5
Position Number	154_09/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Indigenous & Remote Operations team forms an integral part of the Regulatory Operations Division. The Team will support, lead and coordinate a range of activities including:

- Build and maintain strong relationships to use proactive regulatory levers to support the delivery of culturally appropriate services to Aboriginal and Torres Strait Islander communities.
- Guide and lead staff to work in ways which are ethically, culturally, and respectfully appropriate
- Work collaboratively across the Commission to establish a program of work complimentary to work in other divisions that are focussed on quality and safeguarding in Indigenous and remote communities.
- Support the implementation of Regulatory Policies and procedures

This dedicated team will focus on provider and worker monitoring and compliance in the top end of WA, NT, QLD and the APY lands, working closely with indigenous communities, other government agencies and regulators to ensure quality and safeguarding outcomes for participants. This team will deal with critical or imminent risk to participants, workers or the system. They will draw on support from other teams to secure outcomes in a timely manner. They will use relevant tools and levers rapidly and in a coordinated way to ensure that participants' rights are protected and risks, issues and harms are addressed as quickly as possible.

The team will also be responsible for developing a proactive compliance strategy for the top end of WA, NT, QLD and the APY lands.

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

Proof of Aboriginal and Torres Strait Islander Heritage is required from all applicants.

Duties

1. Develop provider communication and engagement strategies with approaches tailored to Indigenous & Remote stakeholders
2. Coordinate and contribute to high quality end-to-end education activities with disability service providers and workers to enhance safety, well-being and quality of support services for people with a disability
3. Provide support to manage and guide provider operations in indigenous communities
4. Collaborate and actively participate in the development and dissemination of communication related to activities and continuous improvement undertakings
5. Support compliance promotion and education campaigns to inform and educate NDIS providers, participants and the public about the NDIS Commissioner's functions and the requirements of relevant legislation and rules
6. Work collaboratively with other agencies or authorities and where appropriate refer matters to them under the relevant jurisdictional law
7. Plan and coordinate the implementation of legislative and regulatory reforms across the Regulatory Operations Division

Eligibility 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.

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

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020.

To Apply

Position Contact	Valli Camara, 08 8928 6915
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0729616

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Thursday 21 September 2023

Regulatory Operations Division
Regulatory Campaigns & Projects Indigenous & Remote Operations

Job Title	APS 5 Indigenous & Remote Cultural Broker
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Darwin NT, Perth WA
Salary	\$81,661 - \$87,208
Classification	APS Level 5
Position Number	156_09/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Indigenous & Remote Operations team forms an integral part of the Regulatory Operations Division. The Team will support, lead and coordinate a range of activities including:

- Build and maintain strong relationships to use proactive regulatory levers to support the delivery of culturally appropriate services to Aboriginal and Torres Strait Islander communities.
- Guide and lead staff to work in ways which are ethically, culturally, and respectfully appropriate

- Work collaboratively across the Commission to establish a program of work complimentary to work in other divisions that are focussed on quality and safeguarding in Indigenous and remote communities.
- Support the implementation of Regulatory Policies and procedures

This dedicated team will focus on provider and worker monitoring and compliance in the top end of WA, NT, QLD and the APY lands, working closely with indigenous communities, other government agencies and regulators to ensure quality and safeguarding outcomes for participants. This team will deal with critical or imminent risk to participants, workers or the system. They will draw on support from other teams to secure outcomes in a timely manner. They will use relevant tools and levers rapidly and in a coordinated way to ensure that participants' rights are protected and risks, issues and harms are addressed as quickly as possible.

The team will also be responsible for developing a proactive compliance strategy for the top end of WA, NT, QLD and the APY lands.

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

Proof of Aboriginal and Torres Strait Islander Heritage is required from all applicants.

Duties

1. Assist in the development and implementation of an Indigenous Compliance Strategy and a Remote area Compliance Strategy
2. Contribute to high quality end-to-end compliance monitoring and investigations work into disability service providers and workers and their response to issues of safety, well-being and quality of support services for people with a disability and recommend appropriate action.
3. Provide support to manage and guide compliance operations in indigenous communities
4. Participate in the development and dissemination of policies, guidelines, resources, and procedures for the conduct of the team's activities and continuous improvement undertakings
5. Support compliance promotion and education campaigns to inform and educate NDIS providers, participants and the public about the NDIS Commissioner's functions and the requirements of relevant legislation and rules
6. Work collaboratively with other agencies or authorities and where appropriate refer matters to them under the relevant jurisdictional law
7. Assist with the planning, coordination and implementation of legislative and regulatory reforms across the Regulatory Operations Division

Eligibility 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.

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

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020.

To Apply

Position Contact	Valli Camara, 08 8928 6915
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0729622

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Thursday 21 September 2023

Regulatory Operations Division
Regulatory Campaigns & Projects Indigenous & Remote Operations

Job Title	APS 6 Indigenous & Remote Senior Cultural Broker - Multiple Roles
Job Type	Full-Time, Ongoing
Location	Perth WA, Brisbane QLD, Darwin NT
Salary	\$83,468 - \$93,819
Classification	APS Level 6
Position Number	157_09/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Indigenous & Remote Operations team forms an integral part of the Regulatory Operations Division. The Team will support, lead and coordinate a range of activities including:

- Build and maintain strong relationships to use proactive regulatory levers to support the delivery of culturally appropriate services to Aboriginal and Torres Strait Islander communities.
- Guide and lead staff to work in ways which are ethically, culturally, and respectfully appropriate
- Work collaboratively across the Commission to establish a program of work complimentary to work in other divisions that are focussed on quality and safeguarding in Indigenous and remote communities.
- Support the implementation of Regulatory Policies and procedures

This dedicated team will focus on provider and worker monitoring and compliance in the top end of WA, NT, QLD and the APY lands, working closely with indigenous communities, other government agencies and regulators to ensure quality and safeguarding outcomes for participants. This team will deal with critical or imminent risk to participants, workers or the system. They will draw on support from other teams to secure outcomes in a timely manner. They will use relevant tools and levers rapidly and in a coordinated way to ensure that participants' rights are protected and risks, issues and harms are addressed as quickly as possible.

The team will also be responsible for developing a proactive compliance strategy for the top end of WA, NT, QLD and the APY lands.

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

Proof of Aboriginal and Torres Strait Islander Heritage is required from all applicants. **Duties**

1. Coordinate and contribute to high quality end-to-end compliance monitoring and investigations work into disability service providers and workers and their response to issues of safety, well-being and quality of support services for people with a disability and recommend appropriate action.
2. Manage and guide compliance operations in indigenous communities
3. Collaborate and manage the development and dissemination of policies, guidelines, resources, and procedures for the conduct of the team's activities and continuous improvement undertakings
4. Support compliance promotion and education campaigns to inform and educate NDIS providers, participants and the public about the NDIS Commissioner's functions and the requirements of relevant legislation and rules
5. Develop and maintain excellent and collaborative working relationships with internal and external stakeholder
6. Work collaboratively with other agencies or authorities and where appropriate refer matters to them under the relevant jurisdictional law
7. Plan and coordinate the implementation of legislative and regulatory reforms across the Regulatory Operations Division

Eligibility 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.

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

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020.

To Apply

Position Contact	Valli Camara, 08 8928 6915
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0729642

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Thursday 21 September 2023

NQSC Commissioner
Planning, Performance and Delivery Planning Performance and Delivery
Executive

Job Title	Assistant Commissioner Planning, Performance and Delivery
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Parramatta NSW, Melbourne VIC, Penrith NSW, Perth WA
Salary	\$183,011 - \$212,688
Classification	Senior Executive Service Band 1
Position Number	158_09/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Assistant Commissioner Planning, Performance and Delivery is an important leadership role within the Commission and is part of the Executive Leadership Team. The role guides to the NDIS Commission's strategic planning, developing long term plans and implementing operational strategies aimed at achieving the NDIS Commission's aspirations to be a high performing regulator, with people, capabilities and systems necessary to deliver our operational goals in a participant centric manner.

This includes:

- Driving the design, execution and evaluation of the Commission's strategy,
- Leading the development and implementation of the Commission's reporting framework, and facilitating the preparation of the corporate plan, divisional and branch plans and Annual Report

- Directing the alignment of corporate reporting systems, identification of key performance indicators and high-level targets
- Establishing and guiding organisational frameworks and structures to successfully deliver innovative and effective programs, projects and initiatives to foster regulatory excellence and a One Commission approach to delivery.
- Leading a diverse group to optimise performance as a team spanning the broad functions of the division, together with the Office of the Commissioner
- Take a strategic and coordinated approach to overall Commission communications, working closely with the Complaints and Engagement Division.
- Driving capability uplift in the Delivery Office, and more broadly across the commission, to support continuous improvement, project oversight, change management and reform activities.
- Develop and maintain proactive working relationships with the Executive Leadership Team, central agencies and high priority stakeholders to foster high levels of collaboration and information transfer.

Duties

Desired knowledge and experience:

- Tertiary qualifications in a relevant discipline;
- Experience working in a regulatory context, or the demonstrated ability to apply previous experience into a role with a human services focused regulator;
- An understanding of the NDIS Quality and Safeguarding Framework and the NDIS Act or the ability to quickly acquire that understanding; and
- Experience in the disability sector, including an understanding of the current issues in quality and safeguards for people with a disability.

Ideal candidates will have a positive contemporary attitude to people with disability and the ability to demonstrate that they possess:

- Well-demonstrated emotional intelligence;
- Proven management experience in complex organisation;
- An exceptional level of leadership and vision, professional authority, credibility and the ability to inspire confidence;
- The ability to direct and manage significant change agendas;
- The ability to operate effectively in dynamic and quickly changing environments;
- High level people management and communication skills, keen intelligence, persuasiveness and influencing skills;
- A strong results orientation, resilience and a positive approach to issues resolution;
- A proactive approach to professional and organisational development with the ability to engender enthusiasm and professionalism in others;
- Highly effective in working collaboratively and ability to facilitate corporation and partnerships to deliver outcomes in a dynamic, complex and quickly changing environment and;
- Astute judgement and high ethical standards.

Eligibility

Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

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To Apply

Position Contact	Tracey Mackey, tel: +61 2 4752 3991
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0729364

Australian Bureau of Statistics

Closing Date: Wednesday 20 September 2023

Corporate Services
Finance & Procurement

Job Title	Assistant Director, Costings
Job Type	Full-Time, Ongoing
Location	Belconnen ACT
Salary	\$108,931 - \$125,922
Classification	Executive Level 1
Position Number	23/FPB_COST_EL1
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=B473DC4A-C65D-9850-8D51-D1F05555E21D>

The Australian Bureau of Statistics (ABS) is seeking to recruit an Assistant Director for the Costings team in our Finance and Procurement Branch. This is a permanent, full-time role at the Executive Level 1 classification level. The role is located in our office in Belconnen, although flexible working arrangements (including a hybrid model of working from home and the office) apply.

Duties

As team leader for Costings, you will be required to deliver high quality financial and administrative services and advice in relation to the external budgets and costings function. The role may also include management of a small team.

You will be required to manage work with limited supervision to prepare financial and non-financial information for the ABS' input to the budget process. The nature of external budget work means you must be able to manage multiple tasks, be adaptable to changing priorities and be comfortable working in a deadline-driven environment. You are required to communicate effectively with a wide range of internal and external stakeholders to ensure that all of the ABS' budget requirements are met. The primary accountabilities of the Assistant Director Costings role include but are not limited to:

- taking a lead role in working collegiately with ABS colleagues to develop robust costings for the preparation of New Policy Proposals (NPP) including improving the quality of understanding of cost assumptions and how they are presented and negotiated with the Department of Finance
- building relationships with stakeholders through understanding the context, challenges and business drivers for ABS projects and providing advice and recommendations to help navigate the NPP process
- ensuring that the ABS achieves deadlines set by the Department of Finance and the Treasury for work associated with NPP costings and the development and reporting of the external budget for presentation to government
- coordinating and responding to requests from the Department of Finance and the Treasury
- assisting with the preparation of the ABS' Portfolio Budget Statements and Additional Estimates statements as required
- providing advice to the ABS senior executive and stakeholders on external budget matters to help inform decision making
- ensuring that the ABS meets the requirements of estimate memorandum released by the Department of Finance
- supporting and providing advice to the Director External Budgets and Costings as needed in preparing briefings and assisting with broader branch deliverables.

What we are looking for (selection criteria)

To be suitable you should have most or all of the following skills, qualities and experience:

- in-depth knowledge and experience in external budgets including NPP costings processes for an Australian Government entity or the ability to quickly acquire knowledge of Commonwealth Government budget processes
- high level experience in an accounting/budget environment including provision of accurate specialist advice
- proficiency in the use of Microsoft Office suite with a robust and sophisticated understanding of how to use Microsoft Excel for financial modelling
- ability to manage and achieve quality and timely outputs while working in both a team and autonomously
- demonstrated leadership skills and experience
- tertiary qualifications in Accounting/Finance or related field will be highly regarded
- membership of a professional accounting association (CPA/CAANZ), or progress towards, is highly desirable.

How to apply

You will need to upload your current resume, provide referee details and respond to the following:

Provide a pitch detailing your experience and how you have demonstrated the skills and qualities outlined in the selection criteria, with specific links to the role you are applying for – in no more than 750 words. **Eligibility**

To be eligible to apply for this role you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- will need to obtain (or hold) and maintain Baseline security clearance.

Notes

The role is only available to be filled in Canberra, based on the needs of the hiring area and to meet the requirements of being a merit based process.

The ABS will negotiate relocation arrangements, consistent with the ABS Enterprise Agreement 2019, if you are required to relocate.

ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. This role isn't restricted in trading.

If found suitable but not offered a role you will be placed in the merit pool. If you agree in your application this means you may be offered a similar role in the ABS or another APS 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>

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	Peter Arentz, (02) 6252 5384
Agency Recruitment Site	https://abs.nga.net.au/?jati=B473DC4A-C65D-9850-8D51-D1F05555E21D

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Treasury

Vacancy VN-0729510

Australian Bureau of Statistics

Closing Date: Wednesday 20 September 2023

Corporate Services
Legislative Compliance and Parliamentary Assurance and Corporate Planning

Job Title	Assurance Officer
Job Type	Full-Time, Ongoing
Location	Belconnen ACT, Docklands VIC
Salary	\$88,663 - \$100,130
Classification	APS Level 6
Position Number	23/ACP_APS6
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=CA63AB2E-236C-ADA4-BDAE-D201C89A58FA>

The Australian Bureau of Statistics (ABS) is seeking to recruit an Assurance Officer for our Assurance and Corporate Planning Section.

This is a permanent, full-time role at the APS 6 classification level. The successful application can be located in either of our offices in Belconnen (Canberra) or Docklands (Melbourne), although flexible working arrangements (including a hybrid model of working from home and the office) apply.

Duties

The role's primary responsibility is to support the Chair of the Audit and Risk Committee by:

- managing the Committee's rolling work plan
- preparing meeting agendas and minutes
- monitoring action items
- organising meetings and meeting papers
- providing advice to presenters
- coordinating and quality reviewing meeting papers
- liaising with other committee members and the internal and external auditors
- membership administration (including contracts and payments)
- monitoring the Committee budget.

You will work closely with the Chair of the Audit and Risk Committee to ensure the Committee is able to successfully conduct its annual schedule of six meetings. Meetings will normally be held in person, in Canberra, however virtual meetings may be used on occasion.

You will be expected to engage professionally with all members of the Committee, the providers of external and internal audit functions for the ABS, and a range of internal senior managers who attend the meetings as subject area advisors, to help them understand the operations of the Committee.

The role will also involve support to the Assistant Director in the provision of advice to employees on Conflict of Interest and Trading Restrictions Policy. No prior knowledge of these policies is required.

As part of the larger Assurance and Corporate Planning Section, the successful candidate may be called upon to assist with other section deliverables where workload permits. The role will broaden your exposure to other corporate operations and help develop an understanding of internal audit practice.

What we are looking for (selection criteria)

To be suitable you should have most, or all, of the following skills, qualities, and experience.

Required

- high-level coordination skills
- very good interpersonal skills and the confidence to deal directly with stakeholders of varying levels
- a strong commitment to on-time delivery of outputs
- high-level written communication skills
- an ability to commit to availability for a planned annual meeting schedule requiring in-person attendance in Canberra.

Desirable

- experience supporting a senior committee, board, or other governance body
- experience working as part of virtual team, including reporting to virtual managers
- experience working in a corporate office environment
- an understanding of the operations of the ABS
- experience with the Parliamentary Document Management System.

How to apply

You will need to upload your current resume, provide referee details and respond to the following (word limit is 500 words):

What experience do you have that best equips you to undertake a role requiring you to maintain good working relationships with people providing information, while also taking a firm line on timeliness and quality? **Eligibility**

To be eligible to apply for this role you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- will need to obtain (or hold) and maintain at least Baseline security clearance.

Notes

This role is only available to be filled in the locations advertised (Canberra or Melbourne) based on the needs of the hiring area and to meet the requirements of being a merit based process.

The ABS will negotiate relocation arrangements, consistent with the ABS Enterprise Agreement 2019, if you are required to relocate.

ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. This role does not require restrictions on trading.

If found suitable but not offered a role you will be placed in the merit pool. If you agree in your application this means you may be offered a similar role in the ABS or another APS 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>

About the Australian Bureau of Statistics

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To Apply

Position Contact	Michael O'Toole, 02 6252 5430
Agency Recruitment Site	https://abs.nga.net.au/?jati=CA63AB2E-236C-ADA4-BDAE-D201C89A58FA

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Treasury

Vacancy VN-0729611

Australian Bureau of Statistics

Closing Date: Wednesday 20 September 2023

Corporate Services
People Services National Recruitment Unit

Job Title	Recruitment Project Manager & Assistant Director - National Recruitment Unit
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Sydney NSW
Salary	\$88,663 - \$125,922
Classification	APS Level 6;Executive Level 1
Position Number	23/NRU_EL1_APS6
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=AA5BED15-1A49-12B2-24DE-D201CBB09092>

The Australian Bureau of Statistics (ABS) is looking to fill two roles in our National Recruitment Unit: an **Assistant Director** (EL 1 classification level) role in the Operations, Systems, Innovations and Metrics team and an APS 6 **Recruitment Project Manager** - Systems, Innovations and Metrics.

These are ongoing, permanent positions and the successful applicants can either work full-time or part-time (minimum of 80% FTE) from either of our offices located in Belconnen (Canberra) or Sydney, although a hybrid model of working from home and the office applies.

Duties

In addition to meeting the [Integrated Leadership](#) Executive Level 1 work level standards, primary accountabilities of the Assistant Director role in the Operations, Systems, Innovations and Metrics team include:

- lead and deliver innovation in recruitment processes and practices that aligns and supports ABS' Workforce Strategy
- overseeing and administering technical development and implementation of e-Recruit system improvements, efficiencies and training
- vendor and contract management
- design and implementation of onboarding related services and functions
- engagement with stakeholders across the business to identify, design, deliver and evaluate effective recruitment system solutions
- lead, manage, monitor and review team priorities, evaluating team and individual performance, providing regular constructive feedback, technical
- training and guidance and mentoring team members to achieve their full potential
- analysis and reporting of recruitment data.

In addition to meeting the [Integrated Leadership](#) APS 6 work level standards, primary accountabilities of the APS6 Recruitment Project Manager - Systems, Innovations and Metrics include:

- manage an innovation/ improvement project that optimises processes and promotes innovative recruitment practices
- develop and deliver eRecruit system training
- provide user advice and support for the eRecruit system
- contribute to metrics and reporting that support forward work planning
- support and mentor team members with operational processes and project work
- maintain an awareness of industry best practice and emerging recruitment trends.

What we are looking for (selection criteria)

To be suitable you should have most or all the following skills, qualities, and experience:

- technical experience in executing system configurations within the HireRoad eRecruit system (or a similar Applicant Tracking System)
- client focused and collaborative
- leadership skills and supervisory experience that demonstrates your ability and successes to develop knowledge and uplift capability in others
- shape and drive strategy; be curious and solutions focused and deliver quality outcomes in a dynamic environment with competing priorities
- experience in project and stakeholder management to manage and deliver an innovation/improvement program/project
- good judgement in problem solving, decision making and risk and issues management
- excellent oral and written communication skills
- well-developed stakeholder engagement skills.

How to apply

You will need to upload your current resume, provide referee details, and respond to the following:

In no more than 600 words, outline why you are interested in one or both of these roles and why

you believe that you have the skills, capabilities, knowledge and experience to be considered for these roles. Please provide examples which demonstrate your ability to perform the duties of the role or roles you are applying for. **Eligibility**

To be eligible to apply for these roles you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- may need to obtain (or hold) and maintain at least Baseline security clearance.

Notes

The roles are only available to be filled in the locations specified [Canberra and Sydney], based on the needs of the hiring area and to meet the requirements of being a merit based process.

The ABS will negotiate relocation arrangements, consistent with the ABS Enterprise Agreement 2019, if you are required to relocate.

ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. These roles aren't restricted in trading.

If found suitable but not offered a role you will be placed in the merit pool. If you agree in your application this means you may be offered a similar role in the ABS or another APS 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>

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To Apply

Position Contact	Susan Moody, 02 6252 5846
Agency Recruitment Site	https://abs.nga.net.au/?jati=AA5BED15-1A49-12B2-24DE-D201CBB09092

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Treasury

Vacancy VN-0729340

Australian Taxation Office

Closing Date: Thursday 21 September 2023

Client Engagement Group
Various teams

Job Title	Valuation Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC
Salary	\$139,677 - \$158,314
Classification	Executive Level 2
Position Number	EXT_CEG_1099_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=62B26F31-295C-594C-9D72-D1F090EC15A8>

Duties

We are seeking influential and experienced leaders who have experience in valuations to join our Client Engagement Group.

As a Valuation Director, you'll identify and provide leadership on complex and/or systemic technical valuation issues and coordinate and review the provision of specialist advice by others, focusing on transactions where taxation or superannuation outcomes are contingent on a valuation.

You will apply your skills, knowledge and experience in leading and supporting highly complex valuation activities, including, having regard to broad legal analysis and research in Australian and International tax law.

You will identify, monitor and address emerging tax risks and tax planning techniques, and scrutinise complex structures and transactions relevant to valuation matters.

You will provide detailed professional advice in relation to complex problems, and assist in strategic planning, and program / project management.

You will contribute to policy development in relation to valuation, taxation, and superannuation matters.

Eligibility

Notes

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

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

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

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

About the Australian Taxation Office

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

To Apply

Position Contact	Keiron Foley, (03) 6221 0046
Agency Recruitment Site	https://ato.nga.net.au/?jati=62B26F31-295C-594C-9D72-D1F090EC15A8

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Treasury

Vacancy VN-0729341

Australian Taxation Office

Closing Date: Thursday 21 September 2023

Client Engagement Group
Various teams

Job Title	Valuation Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC
Salary	\$116,062 - \$126,533
Classification	Executive Level 1
Position Number	EXT_CEG_1100_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=67D3B520-1D57-C73B-7E1A-D200D858C02A>

Duties

We are seeking performance driven valuation experts to join our Client Engagement Group.

As a Valuation Adviser, you'll provide technical valuation advice, focusing on transactions where a taxation or superannuation outcome is contingent on a valuation.

You will engage with clients and provide detailed technical and policy advice in relation to complex valuation matters across a range of markets and industries.

You will apply your skills, knowledge and experience in supporting highly complex valuation activities, including, having regard to broad legal analysis and research in Australian and International tax law.

You will identify, monitor and address emerging tax risks, tax planning techniques and scrutinise complex structures and transactions relevant to valuation matters.

You will work as part of a team and review the quality of work undertaken by others to build capability, develop and encourage others to achieve their potential.

Eligibility Notes

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

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

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

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

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To Apply

Position Contact	Keiron Foley, (03) 6221 0046
Agency Recruitment Site	https://ato.nga.net.au/?jati=67D3B520-1D57-C73B-7E1A-D200D858C02A

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Treasury

Vacancy VN-0729342

Australian Taxation Office

Closing Date: Thursday 21 September 2023

Client Engagement Group
Various teams

Job Title	Valuation Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC
Salary	\$90,611 - \$104,038
Classification	APS Level 6
Position Number	EXT_CEG_1101_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=972B3779-8CAB-9857-6D66-D200D8788805>

Duties

We are seeking performance-driven valuation experts to join our Client Engagement Group.

As a Valuation Adviser you'll provide technical valuation advice, focusing on transactions where a taxation or superannuation outcome is contingent on a valuation.

You will engage with clients and provide detailed technical and policy advice in relation to valuation matters across a range of markets and industries.

You will apply your skills, knowledge and experience in supporting complex valuation activities, including, having regard to broad legal analysis and research in Australian and International tax law.

You will identify, monitor and address emerging tax risks, tax planning techniques and scrutinise complex structures and transactions relevant to valuation matters.

You will work as part of a team, under limited direction, with the opportunity to act with reasonable autonomy.

Eligibility Notes

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

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To Apply

Position Contact	Keiron Foley, (03) 6221 0046
Agency Recruitment Site	https://ato.nga.net.au/?jati=972B3779-8CAB-9857-6D66-D200D8788805

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Treasury

Vacancy VN-0729343

Australian Taxation Office

Closing Date: Wednesday 20 September 2023

Australian Business Registry Services
Registry Operations

Job Title	Data Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Traralgon VIC
Salary	\$83,922 - \$88,967
Classification	APS Level 5
Position Number	EXT_SD_1086_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=414DC6B6-8AEB-DC2F-0321-D1F0541DE2C0>

Duties

We are seeking a skilled Data Analyst to join our Registry Operations team.

As a Data Analyst, in our Australian Business Registry Services business area, you'll analyse and evaluate data and information to draw insights and provide advice to varied audiences.

Using your technical knowledge, you will translate data into easy to understand visualisations.

In collaboration with business partners, you will support the design and development of strategies and solutions that address identified issues or opportunities.

You will mentor less experienced staff within your team by sharing information, skills and knowledge.

You will review current processes to identify and propose improvement opportunities that enhance the staff experience.

Eligibility
Notes

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

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

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To Apply

Position Contact	Edward Whitby, (03) 9215 3675
Agency Recruitment Site	https://ato.nga.net.au/?jati=414DC6B6-8AEB-DC2F-0321-D1F0541DE2C0

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0729424

Department of Veterans' Affairs

Closing Date: Thursday 21 September 2023

Policy & Research
Health and Wellbeing Policy Various

Job Title	Senior Policy Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Adelaide SA
Salary	\$93,976 - \$106,713
Classification	APS Level 6
Position Number	DVAO1815
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

The positions to be filled through this recruitment are in the Health & Wellbeing Policy Branch with vacancies in all three sections. This Branch comprises the following sections: Ageing Policy & Care Sector Reform, Health Policy and Mental & Social Health Policy.

Duties

In accordance with the principles of workplace diversity, Work Health and Safety, participative work practices, APS values and APS Employment Principles:

Under the direction of an EL1, Assistant Director, Senior Policy Officers will:

- Work closely with cross-portfolio agencies to deliver on the Governments reform agenda, including the development and implementation of policy relating to the health and wellbeing of the veteran community.
- Provide advice on relevant policy issues within the areas of veteran health care.
- Draft ministerial and senior executive briefings, reports, Ministerial correspondence, meeting papers and discussion papers.
- Gather and analyse data and research to formulate and review technical advice in specific areas of policy.
- Support the team with requests for information, administration, media monitoring and coordination.
- Build collaborative relationships with internal and external stakeholders to seek feedback on, or contributions to, policy development projects.
- Support work with relevant committees.
- Support DVA's response to the Royal Commission into Defence and Veteran Suicide, including providing input to Notices issued by the Royal Commission.

Eligibility

- Applicants must be an Australian citizen to apply.
- A baseline security clearance or the ability to obtain the security clearance is required.

Notes

This recruitment process is being used to fill ongoing positions.

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

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to meet the Nation's commitment to care for our veteran and defence service community who have served Australia in times of war and conflict as well as peacetime. We do this through programs of care, compensation, commemoration, income support and Defence support services. Our aim is to ensure enhanced 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, the Department of Defence, the international veteran community and international veterans' administrations. DVA's vision is to be a responsive and flexible organisation, efficiently delivering high quality, connected services to all generations of veterans and the wider veteran community.

To Apply

Position Contact	Amy Curry, 02 6276 4868
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0729432

Department of Veterans' Affairs

Closing Date: Thursday 21 September 2023

Client Benefits Divison
VEA Compensation and Support Branch

Job Title	Assistant Director
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC
Salary	\$118,220 - \$129,820
Classification	Executive Level 1
Position Number	Reference No. DVAO1817
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

As the Assistant Director VEA Compensation and Support (VCS), you will provide leadership and guidance in a fast-paced service delivery environment. Working closely with the VCS leadership team, you will provide strategic advice, contribute to business planning activities and drive innovation. Managing multiple teams across various claims management functions, this role requires a client-centric approach and a demonstrated ability to lead teams through change.

Duties

- Strategically develop and oversee large multidisciplinary teams focused on achieving branch outcomes including excellent client service and high level productivity and quality in a complex decision making area.
- Mentor, coach and manage the APS6 leadership team to maintain service standards though fluctuating workloads.
- Provide coaching and management support in order to achieve quality and productivity outcomes.
- Utilise data and management information to monitor and manage section performance in line with departmental goals.
- Drive innovation and best practice with regards to workflows, procedures and service delivery, enacting continuous improvement and a veteran centric culture.
- Manage change in a supportive and results oriented manner, fostering a positive team culture focused on inclusion, collaboration, and operational excellence.
- Participate in the VCS executive team, contributing to strategic direction and the delivery of planned and agile project implementation across all sections.
- Liaise with internal and external stakeholders including APS colleagues, clients and representative, collaborating on joint initiatives and resolving complex and sensitive issues.

Eligibility

- Applicants must be an Australian citizen to apply.

Notes

This recruitment process is being used to fill an ongoing position.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-going vacancies should they become available over the next 18 months.

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to meet the Nation's commitment to care for our veteran and defence service community who have served Australia in times of war and conflict as well as peacetime. We do this through programs of care, compensation, commemoration, income support and Defence support services. Our aim is to ensure enhanced 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, the Department of Defence, the international veteran community and international veterans' administrations. DVA's vision is to be a responsive and flexible organisation, efficiently delivering high quality, connected services to all generations of veterans and the wider veteran community.

To Apply

Position Contact	Meaghan Morton, 03 9284 6048
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Department of Veterans' Affairs

Closing Date: Thursday 21 September 2023

Finance, Technology and Insights
Chief Information Officer Various

Job Title	Director
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA
Salary	\$142,574 - \$160,474
Classification	Executive Level 2
Position Number	DVAO1818
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

The Chief Information Officer leads the development and delivery of the Modernisation program which directly responds to Recommendation 3 of the Royal Commission's Interim Report. Recommendation 3 requires the department to improve the claims administration system, including ongoing improvement to the experience for veterans and families interacting with the department and increasing the efficiency of the claims process.

This has commenced with the integration of all ICT functions into a single Chief Information Officer branch. Significant cultural, capability and delivery reform will be required to modernise the way DVA plans, builds and runs ICT to support staff, veterans, families, advocates and service providers. The EL2 leadership in the Chief Information Officer branch play a key role in the development and implementation of this new operating model.

Duties

- Lead, develop and mentor staff to deliver high quality outcomes within approved budgets and deadlines, including identifying opportunities, providing individual feedback and supporting teams through change
- Build and maintain effective internal and external stakeholder relationships to foster strong partnerships and support productive and timely outcomes
- Think strategically and innovatively to drive change, minimise risk and align actions with broader organisational priorities and objectives
- Effectively manage and prioritise the workload for the team to deliver agreed outcomes in a dynamic and busy environment and contribute to broader branch functions and initiatives in times of peak workload
- Provide high quality written and verbal evidence-based options and advice that demonstrates sound judgement and solution focused recommendations.
- Apply and promote the APS Values and Code of Conduct and the DVA values.
- Demonstrate capability in line with the Integrated Leadership System at the EL2 level.

Eligibility

- Applicants must be an Australian citizen to apply.
- Applicants must have or be able to acquire a minimum baseline clearance.

Notes

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To Apply

Position Contact	Laura Sham, 0402 596 786
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Department of Veterans' Affairs

Closing Date: Thursday 21 September 2023

Finance, Technology & Insights
DSHI, DHAOS & Invoicing Processing Defence Service Homes Insurance
Scheme

Job Title	Senior Finance Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$85,503 - \$89,106
Classification	APS Level 5
Position Number	DVAO1819
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

The Defence Service Homes (DSH) Insurance Scheme is a national scheme providing home building insurance to eligible veterans, war widows and Australian Defence Force (ADF) personnel. The team consists of five core business areas that include Products, Pricing and Underwriting, Sales and Policy, Claims, Marketing and Communications and Finance and Accounts. The Finance and Accounting team are responsible for all facets related to the financial management of DSH Insurance including; preparation of Annual Financial Statements, Cash and Investment portfolio management, Annual Budget, Procurement and providing support to other DSH Insurance business areas.

Duties

- Daily banking processes including uploading receipts and transaction information to MAVIS, reconciling the operating account and sending instruction files to our financial institutions.
- Provide technical and financial helpdesk support to MAVIS users.
- Preparation of various management accounting reports to inform the leadership team of the performance of the Scheme.
- Preparation of reinsurance related reports.
- Provide procurement support to the teams in DSH Insurance including liaising with DVA procurement teams to ensure proper compliance to Commonwealth Procurement Rules and maintain best practice.
- Improve and develop procurement procedures and controls to ensure DSH Insurance's compliance in all areas of procurement including proper approvals, record management, and proper financial treatment of contracts.
- End of month financial processes including, but not limited to: Revenue reporting, BAS lodgement, General Ledger and Supplier reconciliations, and month end journals.
- Preparation and collation of system and financial data for the monthly Executive Report.
- Supervise the claim satisfaction survey which includes posting the surveys, collating the results and reporting to management.
- Perform systems administration, including monthly audits and undertake systems testing as required.

- Assist Finance Managers in the review, development and implementation of internal controls, processes and procedures
- Assist Finance Manager in the End of Financial Year audit and financial statement preparation

Eligibility

- Applicants must be an Australian citizen to apply.

Notes

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To Apply

Position Contact	Hassan Kazmi, 07 3842 3407
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

Communications and the Arts

Vacancy VN-0729396

National Museum of Australia

Closing Date: Sunday 24 September 2023

Corporate Operations and Services
Facilities and Security

Job Title	Capital Works Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Acton ACT
Salary	\$109,545 - \$117,577
Classification	Executive Level 1
Position Number	150433
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 a professional to join the Facilities and Security Business Unit as Capital Works Project Manager in the Corporate Operations Division.

The Museum is seeking to engage an experienced project manager with significant technical knowledge in the management and upgrade of base building technical infrastructure, particularly fire life safety systems and Building Management Systems (BMS).

The position works under broad direction, reporting to the Head of Facilities and Security. The role will increase the compliance of fire and BMS systems in the Museum, managing large procurement's for services and materials, managing risk-based project planning and implementation.

Duties

The successful candidate will have a thorough understanding of base building facilities management, project management and high value Commonwealth procurement practices. You will have highly developed communication skills and be proficient in engaging and influencing others. Working collaboratively, you will achieve results by building strong relationships with internal and external stakeholders.

The successful candidate will be able to use judgement and initiative in risk based decision-making and have strong analytical capabilities to resolve complex problems surrounding technical facilities systems.

Your objectivity in relation to project management will help drive positive outcomes in both long-term reliability, suitability and cost saving. A strategic thinker, you will focus on long term strategic outcomes regarding presentation, maintenance, reliability, and maximising lifecycle of Museum assets.

The Capital Works Manager will be experienced in managing external consultants and trades persons, contract management and performance management as required. They will be a team player and focused on outcomes-based performance, and results driven by the 364 day operation of the Museum.

Selection criteria

Applicants must respond to each of the following selection criteria and include contact details for 2 referees in their application.

1. Demonstrated contract management expertise across a broad range of services, including management of external contractors and trades and/or project works within a Cultural Institution or equivalent environment using sound problem solving and analytical skills.
2. Demonstrated ability to effectively manage large, complex Commonwealth procurement's.
3. Demonstrated ability to determine strategic direction and plan and manage budgets, contracts, tenders, schedules, resource planning and administrative tasks including the ability to use a range of computer-based systems.
4. Prior project management experience in working with site development works within a Cultural Institution environment or equivalent and related legislative requirements.
5. High level interpersonal, verbal, written communication, organisational, liaison and representation skills.
6. Demonstrated ability to undertake risk management and WHS assessment activities within area of responsibility.

Eligibility

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

- be an Australian citizen
- undergo a number of pre-employment checks, including a police record checks.
- obtain and maintain a valid Security Clearance at Baseline Level
- hold and maintain a valid ACT Working with Vulnerable People registration
- hold and maintain a current drivers licence.

Notes

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.

About the National Museum of Australia

The National Museum of Australia is a publicly funded institution governed as a statutory authority in the Commonwealth Arts portfolio. Established in 1980, it is headed by a Director appointed by the Governor-General. The Council is responsible for the conduct and control of the affairs of the Museum. The Museum building on Acton Peninsula opened on 11 March 2001.

To Apply

Position Contact	Lawrence Fraser, 02 6208 5027
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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