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PS37 Weekly Gazette Thursday (Vacancy Notices) - 17 September 2026.pdf

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APSJobs - Weekly Vacancy Notices

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

The date of publication of this Gazette is PS37 Weekly Gazette Thursday (Vacancy Notices) - 17 September 2026.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

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

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Public Service Gazette - Vacancy Notices

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[Job No] ISSN 1835-2480

2025/2026 Christmas / New Year arrangements (Gazette)

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

The new dates are:

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

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

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

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

Vacancies

Vacancy VN-0772609

Australian Competition and Consumer Commission

Closing Date:Sunday 27 September 2026

Data, Digital and Technology
Data and Intelligence

Job Title	Assistant Director, Data and Intelligence Strategy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	$127,908 - $141,555
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 2 days a week onsite
Classification	Executive Level 1
Position Number	EA2026/192
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to lead work that uplifts data and AI capability across the agency and drives systemic improvements through the delivery of our Data and AI Strategy?**

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

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

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

Duties

- Lead a team of professionals, role modelling our leadership behaviours, supporting a professional and collaborative working environment, coaching, giving continuous feedback, resolving conflict and facilitating career development.
- Draft data and AI related policies, procedures, and guidance material, as well as associated communications (e.g. intranet articles, presentations, etc).
- Draft and present papers to various internal decision-making and advisory bodies (e.g. the Data Strategy Program Board, the Data, Information & Security Committee, AI Steering Group and the Executive Management Board).
- Provide strategic input into various projects – both within and beyond the Data & Intelligence Branch – that relate to ways of working with data and AI.

Eligibility

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

- Demonstrated experience leading a project team or similar role in a fast-paced and large complex people-centred organisation.
- Experience in data/AI governance and/or management.
- Ability to think strategically, research, investigate and analyse complex issues to develop solutions and make recommendations.
- Ability to communicate complex issues simply, clearly and effectively in different forums, to engage collaboratively with line area teams, and to develop and maintain effective internal and external networks.

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

Notes

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

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	Steph Homewood, 0413 991 951
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0772634

Australian Competition and Consumer Commission

Closing Date:Sunday 27 September 2026

Job Title	General Manager (multiple positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Hobart TAS, Melbourne VIC, Adelaide SA, Perth WA
Salary	$285,996 -
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidates will be required to work 3 days per week on site.
Classification	Senior Executive Service Band 1
Position Number	EA2026/190
Agency Website	https://www.accc.gov.au/

Job Description

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

- Are you drawn to work with visible national impact and the chance to influence decisions that matter?
- Can you navigate ambiguity, build trusted relationships and convert complex regulatory, policy, technology and organisational challenges into lasting public value?

The opportunity

The ACCC is seeking accomplished executives for appointment to a number of nationally significant SES Band 1 General Manager roles. These opportunities are for leaders who combine strategic judgement with delivery discipline—people who can navigate ambiguity, build trusted relationships and convert complex regulatory, policy, technology and organisational challenges into lasting public value.

You will work on visible and consequential issues, often without precedent, and contribute to the ACCC's purpose of promoting competition and protecting consumers across Australia. Working with Commissioners, the CEO and senior executives, you will shape enterprise direction, provide authoritative advice and lead substantial functions, programs and reforms.

Duties

Current vacancies

- General Manager, Accreditation, Compliance and Enforcement — Consumer Data Right Division
- General Manager, Executive Office — Corporate Division
- General Manager, Digital Delivery — Digital Identity Division
- General Manager, Surveillance and Coordination — Mergers and Exemptions Assessment Division

All candidates found suitable will be placed in a merit pool for SES Band 1 General Manager opportunities. You may express interest in one or more current vacancies.

Eligibility

What you will bring

You will be an enterprise leader with a strong record of setting direction, converting complex analysis into clear choices and delivering outcomes in environments subject to scrutiny. You will bring:

- strategic leadership and the ability to anticipate emerging risks and opportunities
- a record of building diverse, high-performing teams and strengthening capability, accountability and culture
- credibility with senior stakeholders and the judgement to communicate difficult or complex advice clearly
- experience leading substantial functions, programs or reforms with strong governance, resource, risk and performance disciplines
- enterprise stewardship, adaptability and resilience through ambiguity, pressure and change
- relevant senior experience for the role or roles in which you express interest.

You will be required to obtain and maintain the security clearance specified for the role, either Baseline or Negative Vetting Level 1.

Notes

How to apply

Click on the 'Apply' link to access the Candidate Kit. You will be required to upload your tailored resume of no more than 3 pages and provide concise responses to the **selection questions in the Candidate Kit**.

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

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

Salary: Total reward (including superannuation) from $285,996

Contact Officer: Gina Dolan, gina.dolan@accc.gov.au

Applications Close: 11:00pm (AEST), Sunday 27 September 2026

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

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To Apply

Position Contact	Gina Dolan, 07 3118 9271
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0772540

Australian Electoral Commission

Closing Date:Sunday 27 September 2026

Service Delivery Group
Communication, Education & Engagement Branch Indigenous Electoral Participation Program

Job Title	Project Officer, Indigenous Electoral Participation Program
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$88,834 - $96,848
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 5
Position Number	2026-157 12838
Agency Website	https://www.aec.gov.au/

Job Description

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

As a member of the Australian Electoral Commission's (AEC's) Indigenous Electoral Participation Program (IEPP), you will support Assistant Directors, Senior Engagement Officers and project-based staff to strengthen electoral participation among Aboriginal and Torres Strait Islander peoples and contribute to more inclusive democratic processes. Your knowledge and expertise will help the AEC make Australian elections more accessible and inclusive for Aboriginal and Torres Strait Islander peoples and culturally diverse communities.

Duties

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

This role is designated as an Identified position. Applicants must demonstrate an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and the ability to engage and communicate in a culturally appropriate and respectful manner.

In this role, you will apply evidence-based approaches and best practice to develop and maintain key resources, support legislative and policy initiatives, and contribute to the AEC's commitment to continuous improvement. You will also assist in preparing funding proposals, senior executive briefings and other program activities that support the outcomes of the IEPP.

To excel you'll have:

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

- Demonstrated understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples and the factors that influence electoral participation and engagement.
- Demonstrated ability to communicate and engage respectfully, sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.
- Experience in delivering results within a changing, complex or evolving environment, including procurement or contract management activities, or the ability to quickly acquire and apply these skills.
- Strong written and verbal communication skills, including the ability to tailor messages and information for diverse audiences.
- Demonstrated organisational skills, including attention to detail, the ability to manage competing priorities, and a commitment to delivering quality outcomes.
- Ability to identify issues, analyse information and contribute to practical solutions and continuous improvement.
- Proven capacity to work collaboratively within a team, build positive working relationships and contribute to shared outcomes.

Desirable

- Relevant qualifications or training in Indigenous studies, community engagement, education or a related field.
- Knowledge of, or the ability to quickly acquire and apply, relevant legislation, policies, programs and electoral processes.

Eligibility

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

Notes

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

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

About the 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	Trea Mongta, 02 5137 2673
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0772594

Australian Electoral Commission

Closing Date:Tuesday 29 September 2026

Corporate Services and Governance Division
Finance and Strategic Sourcing Branch Strategic Sourcing and Systems

Job Title	Procurement Support Officer, Strategic Sourcing and Systems
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	$79,231 - $86,825
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 4
Position Number	2026-151 10183
Agency Website	https://www.aec.gov.au/

Job Description

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

The Finance and Strategic Sourcing Branch is responsible for supporting the AEC to meet its obligations under the Public Governance, Performance and Accountability Act 2013 (PGPA Act) for the efficient and effective use of public resources.

The Branch consists of four sections: Financial Accounting and Services, Management Accounting, Budgets and Capital Investments, and Strategic Sourcing and Systems. It is a fast-paced environment, but we have a great team who work well together, sharing knowledge and supporting each other in our day-to-day activities.

The Strategic Sourcing and Systems Section takes a strategic approach to procurement to ensure that all AEC business areas receive fit-for-purpose support and advice. In addition to advising on procurement and contract management matters, the team also manages the AEC’s procurement to pay management system and seeks to increase procurement capabilities across the AEC.

Duties

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

As a Procurement Support Officer in the Strategic Sourcing and Systems Section, you will provide administrative support and assistance relating to procurement, probity and contract management activities. In this role, you will help ensure compliance with the Commonwealth Resource Management Framework, including the Public Governance, Performance and Accountability Act 2013 (Cth) and associated policies and rules.

Working under general direction, you will undertake moderately complex administrative and support work involving research, analysis and reporting relating to procurement and contract management.

To excel you'll have:

We are seeking a motivated and capable professional who can demonstrate the skills, knowledge and experience required to perform successfully in this role. While experience in procurement is desirable, we also encourage applications from candidates with strong organisational, administration and coordination skills who are interested in developing their procurement and contract management capability.

To be successful in this role, you will ideally demonstrate:

- Demonstrated ability to communicate effectively and build positive working relationships with colleagues, business areas and external stakeholders.
- Experience in providing administrative support for procurement, contract management or related business activities, while following established policies and procedures.
- Demonstrated ability to accurately maintain records, documentation and data within corporate systems, including undertaking quality assurance activities and identifying errors or inconsistencies.
- Ability to apply procurement and contract management processes, procedures and templates to support compliance requirements and business outcomes.
- Demonstrated ability to locate, compile and organise information and data to support reporting, analysis and business requirements.
- Experience in managing competing priorities, meeting deadlines and delivering accurate, high-quality work in a fast-paced environment.
- Proven capacity to work collaboratively as part of a team, contribute to shared outcomes and adapt to changing business priorities.

Desirable

- Relevant qualifications and/or experience in business, procurement or contract management.
- PSP40616 Certificate IV in Procurement and Contracting.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Nadia Collins, 02 5120 7637
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0772607

Australian Electoral Commission

Closing Date:Sunday 27 September 2026

Operations Group
State Operations NT Operations

Job Title	Team Leaders, NT Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2026-159 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The AEC has a dispersed network of 150 electoral divisions across all states and territories. The Northern Territory Office, located in Darwin, forms part of the NT and WA State Office, which oversees electoral operations across the divisions of Solomon and Lingiari.

You will join a national network of Team Leaders responsible for leading work units that support the delivery of federal elections and referendums with integrity, transparency and professionalism. You will work closely with our State Office, National Office and colleagues across other states and territories.

Each APS 6 Team Leader will typically oversee a team of around 2–10 staff; however, team sizes increase significantly during election events as we scale up and engage a temporary election workforce. During an election event, you may undertake the legislative responsibilities of the Divisional Returning Officer for a federal electoral division and play a key role in delivering election outcomes with transparency, integrity and public confidence.

During federal elections and by-elections, the workforce expands significantly to support increased operational demands, including risk management, project delivery, logistics, stakeholder engagement, and heightened public and media interest.

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

Duties

The Northern Territory State Office is seeking multiple Team Leaders to support the planning, delivery and evaluation of electoral events. This is an exciting opportunity to join the AEC and contribute to work that has a direct impact on Australia's democratic processes.

We are seeking capable and adaptable leaders to guide teams responsible for divisional election planning, delivery and evaluation. You will be comfortable working in a dynamic environment, exercising sound judgement, managing competing priorities and collaborating with stakeholders to achieve outcomes.

During the preparation phase of the electoral cycle, you will lead activities that support the accuracy and integrity of the electoral roll, helping eligible Australians exercise their voting rights. You will also lead your team in preparing for future electoral events and operational priorities.

You will contribute to both short and long-term planning, setting priorities, maintaining team performance and cohesion, and ensuring high-quality outcomes across the work area.

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

You will join a leadership team committed to continuous learning, capability development and supporting the growth and success of its people.

To excel you’ll have:

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

- Demonstrated experience planning and delivering large-scale projects or events within tight timeframes, including developing operational and project plans that align with legislative, policy and organisational requirements.
- Proven capacity to exercise sound judgement and make effective decisions by analysing complex information and applying relevant legislation, policy, procedures or operational requirements.
- Experience in developing and supporting team members to build capability, improve performance and achieve high-quality business outcomes.
- Demonstrated experience delivering education, engagement or public awareness initiatives that support diverse communities, including First Nations peoples, in line with organisational priorities and strategies.

- Ability to lead teams, set priorities and coordinate resources to deliver quality outcomes within agreed timeframes in a project, program or operational environment.
- Demonstrated analytical and problem-solving skills, with the ability to identify opportunities for continuous improvement and contribute to business improvement initiatives.

Desirable

- Experience in leading geographically dispersed, remote or hybrid teams to achieve consistent performance and service outcomes.
- Demonstrated experience using Microsoft 365 and other digital tools to enhance collaboration, improve efficiency and support operational outcomes.

Eligibility

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

Notes

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To Apply

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

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Vacancy VN-0772632

Australian Electoral Commission

Closing Date:Sunday 27 September 2026

Service Delivery Group
Communication, Education and Engagement Branch Electoral Education

Job Title	Electoral Educators, Communication, Education and Engagement Branch
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$79,231 - $86,825
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 4
Position Number	2026-158 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Electoral Education section sits within the Communication Education and Engagement Branch (CEEB) at the AEC. The branch brings together skilled communication, education and engagement professionals who work to ensure people are informed about the process of voting in federal elections and referendums and are supported to participate. This includes supporting people who may experience barriers to participation and require additional assistance to participate equitably. This is achieved through the collective work of our sections, covering electoral education, strategic communication, campaigns, community engagement, Indigenous electoral participation, and design.

The section is responsible for the AEC's school and teacher education program, including programs delivered at the highly regarded National Electoral Education Centre (NEEC) at Old Parliament House in Canberra; DemocraCity, a 3D electoral education game available to schools via an app; online education resources; and a teacher professional learning program.

The adult and community education program delivers learning opportunities with a particular focus on supporting communities that may experience barriers to electoral participation.

Duties

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

Electoral Educators deliver key education programs at the National Electoral Education Centre (NEEC) and welcome schools from across Australia visiting Canberra as part of their civics and citizenship learning experiences. The NEEC accommodates approximately 80,000 visitors annually (mainly Year 5 and 6 students). The NEEC is also exploring the development of digital education program options such as live-streamed and pre-recorded virtual education sessions.

You will deliver engaging education sessions on Australia's federal electoral system, including the House of Representatives, Senate and referendum processes. You will facilitate interactive learning experiences for students and adult visitors. This includes planning and preparing sessions, setting up learning spaces, ensuring resources and technology are available, tailoring presentations to audience needs, and delivering sessions professionally and effectively. You will be required to learn all programs offered by the NEEC, with the flexibility to work across the operational hours of the NEEC (8:15am – 5:45pm).

You will contribute to the ongoing development, delivery and evaluation of education programs, learning resources and training materials, ensuring contemporary and inclusive educational practices are embedded in all activities. You may also support external engagement activities across a range of events and audiences and contribute to the design, development and delivery of digital learning initiatives. From time to time, you may undertake additional duties or assume responsibility for other functions as directed by the leadership team.

You will proactively identify and respond to issues that may affect outcomes, seek guidance when required and exercise sound judgement in a dynamic environment. You will adapt to changing priorities and operational requirements while maintaining a focus on delivering high-quality outcomes.

To excel you'll have:

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

- Demonstrated experience delivering engaging education, training or learning programs for diverse audiences, including children, young people and adults, supported by strong communication and stakeholder engagement skills.
- Proven capacity to coordinate and support the delivery of education programs or events, including managing logistics, resources and competing priorities while working collaboratively with others to achieve outcomes.
- Ability to develop, review and improve education resources or learning materials, using strong written communication skills and an understanding of curriculum or learning framework requirements.
- Demonstrated ability to work effectively both independently and as part of a team, exercising integrity, accountability and sound judgement to deliver agreed outcomes.

Desirable

- Experience in education, teaching, training or a related field, supported by relevant qualifications and/or equivalent professional experience.
- Knowledge of the Australian Curriculum and experience applying curriculum requirements to the development or delivery of education programs and resources.
- Ability to apply inclusive learning practices to support meaningful educational outcomes for children, young people and adult learners.
- Demonstrated experience designing, developing or delivering education, training or learning products using digital platforms and technologies.
- Knowledge of Australia's federal electoral system, electoral law and electoral processes, or the ability to quickly acquire and apply this knowledge.

Eligibility

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

Notes

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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	Krys Saclier, 1800 020 067
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0772653

Australian Electoral Commission

Closing Date:Monday 28 September 2026

Operations Group
State Operations

Job Title	Electoral Service Officers & Electoral Service Support Officer, WA & NT State Operations
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Darwin NT, Perth WA
Salary	$62,775 - $77,905
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 2;APS Level 3
Position Number	2026-160 Multiple
Agency Website	https://www.aec.gov.au/

The AEC has a dispersed network of 150 electoral divisions across all States and Territories. The State Office in Western Australia is conveniently located in Perth city centre and metropolitan areas, and the Northern Territory Office is located in Darwin.

For the delivery of a federal election or local by-elections, staffing rapidly expands to help manage the increased workload around risk management, fast-moving project work and logistical activities, media and public scrutiny.

The Electoral Service Officers (APS3) and Electoral Service Support Officers (APS2) support the Team Leader and work alongside a small dynamic team.

Duties

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

The AEC is seeking multiple versatile and energetic Electoral Service Officers and Service Support Officer to undertake a range of administrative functions in areas of enrolment and election management, and project management and delivery across Perth Metro Divisional Offices and Darwin Office.

The functions include processing special categories of enrolment and contributing to the planning and project management of key election activities including recruitment, staffing and leading the delivery of a number of projects, ensuring communication flows seamlessly and accurately to the Team Leader.

During an election, the Service Officer and Service Support Officer may also be required to supervise a small team as well as provide training to aid in the delivery of planned activities.

The Electoral Service Officer positions (APS 3) are full-time, and the Electoral Service Support Officer (APS 2) positions are part-time roles, with full-time arrangements activated during periods of electoral event activity.

To excel you’ll have:

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

- Resilience and positivity with the ability to respond and adapt to changing operational environments, being a self-starter and using initiative.
- Confidence and the ability to communicate, collaborate, negotiate and sustain productive relationships with team members and key stakeholders.
- A strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.
- A high level of integrity and motivation with the ability to make evidence-based and effective decisions.
- To work independently and remotely from your manager on occasions.

At the APS level 3 you will be required to demonstrate the additional skills and abilities:

- Have accountability for the completion of allocated tasks, making decisions within defined parameters relating to the position, and reviewing work for APS 2 employees and temporary election workforce employees during an election.
- Exercise independent judgement and resolve workplace issues with a degree of guidance and monitoring from management
- Assist with leading projects to a successful completion with immutable deadlines.

Eligibility

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

Notes

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To Apply

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

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Vacancy VN-0772655

Australian Electoral Commission

Closing Date:Tuesday 29 September 2026

Operations Group
NSW/ACT State Operations

Job Title	Service Support Officers & Service Officers, NSW/ACT State Operations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT
Salary	$62,775 - $77,905
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 2;APS Level 3
Position Number	2026-161 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The AEC has a dispersed network of 150 electoral divisions, 49 of which are located across New South Wales and the ACT including a State Office in the Sydney CBD and a number of single and

multi-divisional office sites and the National Office in Canberra. The Service Officer and Service Support Officer positions support divisional Team Leaders and work in a dynamic team. The AEC has opportunities across Sydney Metro and Canberra regions including:

- APS 3 Service Officers (Full-time) in Sydney Metro regions of Ingleburn, Brookvale, North Sydney, Penrith and Paramatta South.
- APS 2 Service Support Officers (Part-time) in Canberra and Sydney Metro areas of Ingleburn, Hurstville, Parramatta and Haymarket.

For the delivery of a federal election or local by-elections, staffing rapidly expands to help manage the increased workload around risk management, fast moving project work and logistical activities, media and public scrutiny.

Duties

The New South Wales State Operations team are looking to engage multiple Service Officers and Service Support Officers to contribute to work that has a direct impact on Australia’s democratic processes. The roles combine customer service, administration, project support and election delivery to help ensure Australians can participate in democracy with confidence.

The Service Officer and Service Support Officer roles, provide frontline support to the public, responding to enrolment enquiries and processing a variety of electoral enrolment applications. The role requires attention to detail, sound judgement and problem-solving skills to help maintain the accuracy and integrity of the electoral roll.

During the delivery of a federal election, staffing rapidly increases, and the Service Officer and Service Support Officers are responsible for assisting in the supervision of the Temporary Election Workforce (TEW), while also contributing to operational delivery plans for their team, and the smooth running of event operations in their nominated division.

The Electoral Service Officer positions (APS 3) are full-time, and the Electoral Service Support Officer (APS 2) positions are part-time roles, with full-time arrangements activated during periods of electoral event activity.

To excel you’ll have:

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

- Resilience and a positive approach, with the ability to adapt to changing operational environments and priorities.
- Well-developed communication and interpersonal skills, with the ability to collaborate effectively and build productive working relationships with team members and stakeholders.
- The ability to provide advice on issues, exercise sound judgement, seek guidance when required and learn from feedback and mistakes.
- A strong commitment to working collaboratively as part of a team to achieve positive outcomes and contribute to the AEC’s strategic objectives.

- Ability to deliver quality outcomes within agreed timeframes, priorities, policy frameworks and resource considerations.

To excel at the APS 3 Service Officer position, you will be required to demonstrate the additional skills and abilities:

- Have accountability for the completion of allocated tasks, making decisions within defined parameters relating to the position, and reviewing work for temporary election workforce employees during an election.
- Resolve workplace issues with a degree of guidance and monitoring from leadership.
- Assist with leading projects to a successful completion with immutable deadlines.

Eligibility

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

Notes

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To Apply

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

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Vacancy VN-0772659

Australian Electoral Commission

Closing Date:Thursday 01 October 2026

Operations Group
Victoria State Operations

Job Title	Service Officer & Service Support Officer, VIC State Operations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Ballarat VIC
Salary	$62,775 - $77,905
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 2;APS Level 3
Position Number	2026-162 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The AEC has a dispersed network of 150 electoral divisions across the nations States and Territories. The AEC's Victoria State Office is located in Melbourne CBD with a number of single and multi-divisional office sites across the State. The Service Support Officer and Service Officer positions support divisional Team Leaders and work in a dynamic team. The AEC has opportunities across Victoria including an:

- APS 2 Service Support Officer (Part-time) in Ballarat Victoria.
- APS 3 Service Officer (Full-time) in Geelong Victoria.

For the delivery of a federal election or local by-elections, staffing rapidly expands to help manage the increased workload around risk management, fast moving project work and logistical activities, media and public scrutiny.

Duties

The Victoria State Operations team are looking to engage a Service Officer and Service Support Officer to contribute to work that has a direct impact on Australia’s democratic processes. The roles combine customer service, administration, project support and election delivery to help ensure Australians can participate in democracy with confidence.

The Service Officer and Service Support Officer roles, provide frontline support to the public, responding to enrolment enquiries and processing a variety of electoral enrolment applications. The role requires attention to detail, sound judgement and problem-solving skills to help maintain the accuracy and integrity of the electoral roll.

During the delivery of a federal election, staffing rapidly increases, and the Service Officers and Service Support Officers are responsible for assisting in the supervision of the Temporary Election Workforce (TEW), while also contributing to operational delivery plans for their team, and the smooth running of event operations in their nominated division.

The Electoral Service Officer positions (APS 3) are full-time, and the Electoral Service Support Officer (APS 2) positions are part-time roles, with full-time arrangements activated during periods of electoral event activity.

To excel you’ll have:

- We are seeking a motivated and capable professional who can demonstrate the skills, knowledge and experience required to perform successfully in this role.
- Strong communication and teamwork skills, with the ability to build positive working relationships with team members, customers and stakeholders.
- Initiative, resilience and adaptability, with the ability to respond positively to changing priorities, identify issues, suggest improvements and work independently when required.
- The ability to follow procedures and WHS requirements, provide accurate information, use good judgement and seek guidance when needed.
- Experience supporting events, including event set-up, pack-down, logistics, administration or customer service.

To excel at the APS 3 Service Officer position, you will be required to demonstrate the additional skills and abilities:

- The ability to resolve routine operational issues, suggest improvements and contribute to operational outcomes.
- Accountability for managing allocated work, supporting projects and providing guidance to team members when required.

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.

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Notes

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To Apply

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

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Vacancy VN-0772704

Australian Electoral Commission

Closing Date:Sunday 04 October 2026

Service Delivery Group
Roll Management and Industrial Events Roll Data and Products

Job Title	Project Officer, Roll Data and Products
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$88,834 - $96,848
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 5
Position Number	2026-163 17377
Agency Website	https://www.aec.gov.au/

Job Description

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

The Roll Data and Products team sits within the Roll Management and Industrial Events Branch (RMIEB) and is responsible for managing key operational aspects of the roll management program to maintain a complete, accurate and high-integrity electoral roll. The team works closely with other sections within RMIEB, internal stakeholders across the AEC, and external providers and organisations to maintain an independent and impartial electoral system and actively manage the electoral roll.

Duties

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

As a Project Officer, you will work as part of a collaborative and high-performing team to deliver high-quality outcomes for the AEC. You will support the provision and management of electoral roll products for various internal and external stakeholders. You will contribute to the management and delivery of the AEC’s ongoing roll management initiatives including the Continuous Roll Update program and the Federal Direct Enrolment and Update (FDEU) program. You will help maintain productive relationships with external agencies and organisations that support the AEC's core outcomes.

This role offers the opportunity to apply your skills and experience in a collaborative environment where your work will contribute to nationally significant outcomes. You will be supported by

experienced colleagues and have access to professional development opportunities that will help you grow your career within the APS.

To excel you'll have:

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

- Demonstrated experience in setting priorities, managing competing demands and delivering quality results within agreed timeframes and resource constraints.
- Ability to communicate effectively and build productive stakeholder relationships while responding to diverse needs and expectations across geographically dispersed teams and organisations.
- Experience in interpreting legislation and policy, identifying opportunities for improvement, and contributing to business process or service improvements.
- Proven capacity to achieve results while demonstrating integrity and working within legislative, policy and governance requirements.
- Knowledge of, or ability to quickly gain knowledge of, electoral roll concepts and processes.

Desirable

- Experience in procurement and contract management.
- Experience managing financial budgets and expenses.
- Knowledge of, or the ability to quickly develop and apply knowledge of Australian electoral law and practice.
- Proven capacity to support staff capability development, encourage professional growth and model professional behaviours.

Eligibility

- AEC employees must be Australian citizens.
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- Applicants are required to consent to, undergo, obtain and maintain a character clearance.
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To Apply

Position Contact	Lisa Barry, 02 5137 2087
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0772711

Australian Electoral Commission

Closing Date:Wednesday 30 September 2026

Corporate Services and Governance Division
People Branch Payroll Services

Job Title	HR Systems Mangers and Payroll Manager, Payroll Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2026-164 Multiple
Agency Website	https://www.aec.gov.au/

Job Description *https://candidate.aurion.cloud/aec/production/*

The Payroll Services section plays a key role in supporting the AEC's mission by managing the Human Resources Management Information System (HRMIS) and undertaking payroll activities across the employee lifecycle. The team is responsible for providing advice and guidance to business areas across the agency on salaries and related entitlements, leave and general conditions of service in line with the AEC Enterprise Agreement, and related legislation, policies and procedures.

Duties

The Payroll Services section is looking to fill multiple APS 6 roles to support and lead key functions across the section. This is an exciting opportunity to join the AEC and contribute to work that has a direct impact on Australia's democratic processes.

APS 6 HR Systems Managers (Ongoing/Non-ongoing)

The HR Systems Manager will support the end-to-end administration and management of matters relating to the Human Resources Management Information System (HRMIS), currently Aurion. This includes system enhancement, configuration and upgrade testing, and fortnightly pay run processing.

As part of the Payroll Services team, you will provide advice, guidance and training to staff on all aspects of the HRMIS functionality. As the HR Systems Manager, you will supervise a small team to ensure high quality outcomes, build team capability and support staff career development.

APS 6 Payroll Manager (Non-ongoing)

The Payroll Manager will lead a small team to provide customer focused payroll services to the AEC in accordance with legislative frameworks and established procedures. As the Payroll Manager, you will play an important role in delivering key payroll functions across the agency, including overseeing the administration of payroll processes and building strong relationships with key stakeholders.

You will be a positive and proactive team leader, providing advice on complex payroll matters and guiding and developing your team through regular performance conversations. You will foster a collaborative, high-performing team environment while supporting capability development and continuous improvement.

To excel you'll have:

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

- Demonstrated knowledge and experience in HRMIS management and administration, including system configuration, maintenance, testing, data integrity, troubleshooting and the delivery of system enhancements to support business outcomes.
- Demonstrated in-depth knowledge of payroll services, procedures, operations and legislation in the public sector, including the ability to interpret and apply complex payroll requirements while ensuring accurate and compliant outcomes.
- Proven ability to manage competing priorities across multiple programs and projects, applying strong organisational and time management skills to deliver high-quality outcomes within tight deadlines and legislative requirements.
- Proven ability to communicate effectively and build productive relationships with stakeholders across a geographically dispersed network, while delivering responsive, client-focused services in a processing environment.
- Proven analytical capabilities with the ability to propose and facilitate change and contribute to business improvement strategies.
- Demonstrated ability to manage staff while developing capabilities, encouraging career development and promoting professionalism.
- Demonstrated high levels of integrity and accuracy whilst achieving results within legislative and policy parameters.

Desirable

- Previous knowledge and experience working with the Aurion HRMIS.
- Knowledge of, or ability to, quickly gain knowledge of Australian electoral law and practice.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

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

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Vacancy VN-0772724

Australian Electoral Commission

Closing Date:Wednesday 30 September 2026

Operations Group
State Operations VIC Operations

Job Title	Assistant Directors, VIC State Office and Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$122,163 - $137,665
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	Executive Level 1
Position Number	2026-165 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join a high-performing and collaborative team of Assistant Directors who lead, enable and motivate staff to administer, prepare for and deliver electoral events.

The Victorian (VIC) State and Divisional offices take a professional and dynamic approach to achieve high-quality, internationally recognised standards for electoral event delivery. Our geographically dispersed network works collaboratively to support one another and achieve large-scale outcomes within a complex operating environment.

Reporting to the State Directors, you will be an active member of the broader VIC leadership team, modelling positive behaviours and contributing to organisational culture, business planning and delivery outcomes. The team is collaborative, respectful and inclusive, and works to empower others by building enduring trust and capability.

Duties

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

We are seeking capable leaders who can manage electoral event planning, delivery and evaluation in VIC. There are ongoing and non-ongoing full-time opportunities. Non-ongoing opportunities are for a minimum period of six months. Vacancies exist within our Operations team, leading a portfolio of divisional officers, and within the State Office, leading a team responsible for delivering statewide projects.

Multiple opportunities are based in Melbourne CBD. Out-posting arrangements may be considered in regional locations across Victoria where the AEC has a divisional office.

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

We are looking for people who communicate effectively, build productive stakeholder relationships and deliver quality outcomes within tight timeframes. You will demonstrate initiative, attention to detail, analytical thinking and the ability to contribute to continuous improvement.

During electoral events, you will need to respond effectively to high workloads and changing priorities, demonstrating resilience, sound judgement and professionalism.

To excel you’ll have:

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

- Demonstrated leadership and people management experience, including providing clear direction, delegating work, coaching staff and fostering a high-performing team culture.
- Experience in applying critical analysis and evidence-based decision-making to identify risks, dependencies and emerging issues, and implement practical solutions that achieve organisational outcomes.
- Proven capacity to lead teams through change and competing priorities, maintaining staff wellbeing and supporting the delivery of outcomes in dynamic environments.
- Demonstrated ability to communicate with influence, negotiate outcomes and build productive relationships with internal and external stakeholders across geographically dispersed locations.
- Experience in applying project management methodologies and leading the delivery of large-scale events, programs or projects within legislative and budget requirements, while effectively managing competing priorities.
- Experience working in regulated environments, including the ability to quickly acquire and apply knowledge of legislative frameworks, electoral processes, parliamentary systems and Commonwealth governance requirements.
- Ability to work independently, reflect on performance and seek feedback to support ongoing professional development.
- Demonstrated commitment to collaboration and the delivery of nationally consistent approaches to organisational outcomes.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Katie Smith, 03 8584 1507
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0772719

Australian Fisheries Management Authority

Closing Date:Monday 05 October 2026

Corporate Services Finance

Job Title	Chief Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$150,259 - $175,178
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Requests for hybrid working arrangements (WFH) are considered on a case-by-case basis
Classification	Executive Level 2
Position Number	020_09/26 (10027)
Agency Website	

Job Description

https://afmacareers.nga.net.au/?jati=47271E7B-91FD-B4D3-B04C-ED4D09AA7FDA

About AFMA

The Australian Fisheries Management Authority (AFMA) aims to provide ecologically sustainable and economically efficient Commonwealth fisheries, through understanding and monitoring Australia's marine living resources and regulating and monitoring commercial fishing, including domestic licensing and deterrence of illegal foreign fishing.

About the branch

The Corporate Services Branch is responsible for enabling AFMA to deliver its regulatory and operational objectives through contemporary, sustainable and high-performing corporate services. Working in partnership with business areas across the agency, the branch provides leadership, advice and support across governance, finance, people, technology, legal, communications, property and security functions.

The branch plays a key role in strengthening organisational capability, improving planning and performance, supporting informed decision-making and driving continuous improvement across AFMA. Its focus is on delivering services that are practical, responsive and aligned to the agency's strategic priorities and workforce needs.

About the section

The Finance section delivers the following functions:

- **Budget, Planning and Reporting** to enhance the agency's strategic delivery of its legislative requirements through activities including internal budgets, cost recovered budgets, external estimates processes, portfolio and central agency liaison.
- **Financial Reporting** to ensure quality, timely and accurate reporting to internal and external stakeholders through activities including Financial Statements, management reporting, Whole of Australian Government (WoAG) reporting, and reporting to AFMA's audit and risk committee and Commission.
- **Financial transaction processing and management** to ensure the accurate, timely, efficient and legislatively compliant delivery of services including accounts payable, accounts receivable, credit card management, debtor management, tax (GST and FBT), general insurance, cash/appropriation and bank relationship management.
- **Procurement expert advice** on the financial framework, including Public Governance, Performance and Accountability (PGPA) Act and Rules, the Accountable Authority Instructions, AFMA financial delegations, procurement policy and process and reporting, panel arrangements and collaborative agreements.

Capabilities & Experience

Our ideal candidate is someone who has:

- demonstrated experience providing leadership of a Finance team, setting clear direction and accountability to ensure delivery outcomes align with organisational and whole-of-government priorities.
- demonstrated experience leading and developing a team in accordance with APS Values, Employment Principles and ethical standards.
- technical accounting skills to enable interpretation, analysis and presentation of financial and other related information for use in solving complex problems or analysing complex options.
- the ability to build and maintain influential relations with senior executives, central agencies, auditors and key external stakeholders to support delivery of outcomes.
- excellent written and oral communication skills, along with the capacity to present credibility at senior-level forums.
- the ability to make well-reasoned decisions on complex matters, informed by risk, evidence and whole-of-organisation considerations.
- a continuous improvement approach to improving business services and outcomes for the agency.

Desirable Capabilities & Experience

- Experience leading complex financial projects and influencing senior stakeholders.
- Experience in Commonwealth Government financial management, cost recovery or regulatory charging activities.
- Experience with Technology One and Advanced Microsoft Excel skills.

Duties

The Chief Financial Officer (CFO) will provide strategic leadership, authoritative advice and deliver complex outcomes.

In addition to meeting the work level standards of the position classification, as the EL2, Chief Financial Officer, you will provide strategic financial leadership and shape organisational direction by:

- Managing AFMA's:
  - financial management function including budgeting, cost recovery, forecasting and financial reporting processes and the publication of financial statements
  - operational accounting matters, including accounts payable and receivable, treasury functions, taxation, financial policies, and administration of the financial management information system (FMIS).
  - procurement function, which provides advice on all procurement and contract management activity within AFMA.

    - financial strategy in consultation with AFMA's CEO and Senior Executives to ensure alignment with AFMA's strategic priorities.
- Delivering high-quality advice and reporting to AFMA Executive and the members of the Audit & Risk Committee on financial management.
- Driving financial governance, internal controls and assurance frameworks, ensuring integrity, transparency and continuous improvement.
- Cultivating and managing strategic relationships with:
    - the Department of Agriculture, Fisheries and Forestry
    - the Department of Finance
    - the Australian National Audit Office
    - other key stakeholders.
- Leading, developing and empowering a high-performing team, fostering a culture of accountability, professionalism and continuous improvement.

Eligibility

To be eligible for this role applicants must:

- be an Australian citizen;
- have tertiary qualifications in accounting, finance or commerce;
- be a member of a recognised professional accounting body (CA, CPA or equivalent)
- have the ability to obtain, and maintain, a Baseline security clearance;
- satisfy the requirements of an Australian Federal Police Check;

Notes

The current opportunity is non-ongoing for an initial period of up to 12-months with the possibility of extension. There is a possibility that this position will become ongoing and this process may be used to fill similar ongoing and non-ongoing roles in the future.

This position is located in Canberra, ACT. Successful applicants that are currently not based in Canberra must be willing to relocate to Canberra at their own expense.

The selection panel may intend to use Co-pilot to assist in creating the interview assessment commentary for the selection report. Selection panel members will take notes during the interview, with these combined and summarised by Co-pilot. The selection panel will review the proposed assessment commentary and amend if required, to reflect their assessment.

About the Australian Fisheries Management Authority

To Apply

Position Contact	Ali Clough, 02 6225 5324
Agency Recruitment Site	https://afmacareers.nga.net.au/?jati=47271E7B-91FD-B4D3-B04C-ED4D

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Vacancy VN-0772726

Australian Fisheries Management Authority

Closing Date:Monday 05 October 2026

Corporate Services Legal

Job Title	General Counsel
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$150,259 - $175,178
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Requests for hybrid working arrangements (WFH) are considered on a case-by-case basis
Classification	Executive Level 2
Position Number	021_09/26 (10022)
Agency Website	

Job Description

https://afmacareers.nga.net.au/?jati=A2360263-6A51-5AD7-85FB-ED4D0A5270A7

About AFMA

The Australian Fisheries Management Authority (AFMA) aims to provide ecologically sustainable and economically efficient Commonwealth fisheries, through understanding and monitoring Australia’s marine living resources and regulating and monitoring commercial fishing, including domestic licensing and deterrence of illegal foreign fishing.

About the branch

The Corporate Services Branch is responsible for enabling AFMA to deliver its regulatory and operational objectives through contemporary, sustainable and high-performing corporate services. Working in partnership with business areas across the agency, the branch provides leadership, advice and support across governance, finance, people, technology, legal, communications, property and security functions.

The branch plays a key role in strengthening organisational capability, improving planning and performance, supporting informed decision-making and driving continuous improvement across AFMA. Its focus is on delivering services that are practical, responsive and aligned to the agency's strategic priorities and workforce needs.

About the section

The General Counsel leads the Legal team, which has responsibility for providing legal services and advice to the agency, including the Executive team and CEO. In providing these services, members of the team deal extensively with other teams throughout the agency as well as across the APS. The legal team is responsible for the Privacy function at AFMA.

You will report to the Chief Operating Officer, Corporate Services Branch.

Capabilities & Experience

We are looking for someone who:

- has demonstrated extensive legal experience providing legal advice and other services including in the areas of administrative law, litigation, statutory interpretation, legislative drafting, and procurement.
- is capable of leading strategic legislative reform and anticipating legal challenges, assessing risks, and developing practical solutions aligned with AFMA’s objectives.

- has extensive demonstrated experience in developing and effectively leading a high-performing team to provide quality and timely legal and operational outcomes across business areas.
- is skilled in managing priorities, fostering collaboration, and managing stakeholder relationships effectively across AFMA, the government and external partners.
- has demonstrated a strong capability to work with a high level of independence to ensure timely resolution of issues and quality outcomes.
- will have highly effective communication and negotiation skills including those developed through maintaining excellent working relationships with colleagues, other federal and government agencies, industry stakeholders and the public.

Desirable Capabilities & Experience

- Relevant experience in the public sector would be highly regarded, including leading strategic legislative reforms.
- An understanding the legislation mentioned.
- An understanding of AFMA’s purpose, and a commitment to both diversity and work, health, and safety principles.

Duties

The General Counsel role leads the Legal team and assists the Chief Operating Officer, Corporate Services Branch, Branch managers and the AFMA CEO, through the delivery of specialist services by the team, which is responsible for:

- Overseeing legal risk and delivering expert and pragmatic legal advice to the Executive, AFMA Commission, and AFMA staff in support of AFMA’s delivery of its statutory obligations.
- Ensuring AFMA’s compliance with legislation guiding or affecting the day-to-day business of AFMA, primarily the Fisheries Management Act 1991, Torres Strait Fisheries Act 1984, and Fisheries Administration Act 1991.
- Ensuring AFMA’s compliance, effective implementation, and reporting with public service and other enabling legislation, such as the Public Governance, Performance and Accountability Act 2013, Freedom of Information Act 1982, Privacy Act 1988 and Public Interest Disclosure Act 2013.
- Overseeing civil litigation including ART and Federal Court matters in accordance with the Legal Services Directions.

In addition to meeting the work level standards of the position classification, the duties include:

- Providing leadership and high-quality management of the Legal team.
- Providing high-level legal advice on complex issues across administrative law, regulatory compliance, contracts, and employment law to support AFMA decision-making

- Leading and managing a team of legal professionals, fostering collaboration and aligning team goals with AFMA priorities.
- Overseeing legal risk management and compliance, ensuring AFMA activities adhere to relevant laws and government standards.
- Contributing to policy development by providing legal insights on strategic objectives, and draft/review AFMA guidelines and legislation.
- Reviewing, advising on, and/or providing probity advice on contracts and agreements to protect AFMA interests and facilitate dispute resolution.
- Building and maintaining strong relationships with stakeholders and provide training to enhance legal awareness across AFMA.
- Working with the broader Corporate Branch to ensure streamlined and effective enabling services within AFMA.

Eligibility

To be eligible for this role applicants must:

- be an Australian Citizen;
- hold or be eligible to hold an unrestricted legal practising certificate;
- have the ability to obtain and maintain a Negative Vetting 1 security clearance;
- satisfy the requirements of an Australian Federal Police Check.

Notes

The current opportunity is ongoing. This process may be used to fill similar ongoing and non-ongoing roles in the future.

This position is located in Canberra, ACT. Successful applicants that are currently not based in Canberra must be willing to relocate to Canberra at their own expense.

The selection panel may intend to use Co-pilot to assist in creating the interview assessment commentary for the selection report. Selection panel members will take notes during the interview, with these combined and summarised by Co-pilot. The selection panel will review the proposed assessment commentary and amend if required, to reflect their assessment.

About the Australian Fisheries Management Authority

To Apply

Position Contact	Wez Norris, 0411 885 566
Agency Recruitment Site	https://afmacareers.nga.net.au/?jati=A2360263-6A51-5AD7-85FB-ED4D(

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Vacancy VN-0772727

Australian Fisheries Management Authority

Closing Date:Sunday 27 September 2026

Corporate Services People, Capability and Engagement

Job Title	Senior Property and Security Officer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$104,113 - $115,131
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Requests for hybrid working arrangements (WFH) are considered on a case-by-case basis.
Classification	APS Level 6
Position Number	022_09/26 (10016)
Agency Website	

Job Description

https://afmacareers.nga.net.au/?jati=746B8861-5338-21C2-3049-ED4D0A772773

About AFMA

The Australian Fisheries Management Authority (AFMA) aims to provide ecologically sustainable and economically efficient Commonwealth fisheries, through understanding and monitoring Australia’s marine living resources and regulating and monitoring commercial fishing, including domestic licensing and deterrence of illegal foreign fishing.

About the branch

The Corporate Services Branch is responsible for enabling AFMA to deliver its regulatory and operational objectives through contemporary, sustainable and high-performing corporate services. Working in partnership with business areas across the agency, the branch provides leadership, advice and support across governance, finance, people, technology, legal, communications, property and security functions.

The branch plays a key role in strengthening organisational capability, improving planning and performance, supporting informed decision-making and driving continuous improvement across AFMA. Its focus is on delivering services that are practical, responsive and aligned to the agency's strategic priorities and workforce needs.

About the section

The People, Capability and Engagement (PCE) team delivers integrated people and corporate services that support AFMA's workforce, workplaces and organisational capability.

Responsible for HR, Payroll, Communications, Property and Security functions, the team provides strategic advice and practical services that enable AFMA to build a capable, safe, engaged and future-ready workforce.

Capabilities & Experience

We are seeking a motivated and adaptable professional who can confidently manage a diverse property and security portfolio while building strong relationships across the organisation.

You will exercise sound judgement, work independently and deliver practical solutions in a complex operating environment. You will have strong stakeholder engagement skills and a commitment to providing high-quality, customer-focused services.

You will bring:

- Experience in property, facilities, security or corporate services functions.
- Strong stakeholder engagement and communication skills, with the ability to provide clear and practical advice.
- The ability to manage competing priorities and deliver outcomes in a dynamic environment.
- Sound judgement, problem-solving skills and a proactive approach to risk management.
- Experience in procurement, contract management and service provider oversight.
- A commitment to continuous improvement and high-quality service delivery.

Desirable Capabilities & Experience

- Knowledge of the Protective Security Policy Framework (PSPF).
- Experience administering personnel security clearances and liaising with AGSVA.

Duties

The Senior Property and Security Officer supports the delivery of AFMA's property, facilities and protective security functions to ensure agency assets, accommodation and security arrangements support business operations.

Working across a diverse portfolio, the role provides advice, coordination and operational support for property, facilities, personnel security and governance activities. The position works closely with stakeholders across the agency and contributes to the continuous improvement of property and security services.

In addition to meeting the work level standards of the position classification, as the APS Level 6 Senior Property & Security Officer, you will be responsible for:

- Supporting the management of AFMA's property, facilities and accommodation portfolio to ensure assets are safe, compliant, fit for purpose and support business operations.
- Supporting the delivery of AFMA's protective security framework, including physical, personnel and information security arrangements, in accordance with government security requirements.
- Providing trusted advice on property, facilities and security matters, identifying risks and delivering practical solutions that support organisational objectives.
- Managing security, procurement and contract administration activities, including security clearances, contractor engagement and service provider performance.
- Supporting governance, compliance and assurance activities, including reporting, audits, committee support and the continuous improvement of security and property processes.

- Building productive relationships with internal and external stakeholders to ensure effective service delivery and positive business outcomes.
- Contributing to strategic projects and continuous improvement initiatives that enhance AFMA's property, security and corporate service capabilities.

Eligibility

To be eligible for this role applicants must:

- be an Australian citizen;
- have the ability to obtain, and maintain, a Negative Vetting 1 security clearance;
- satisfy the requirements of an Australian Federal Police Check;

Notes

The current opportunity is non-ongoing for an initial period of up to 12-months with the possibility of extension.

This position is located in Canberra, ACT. Successful applicants that are currently not based in Canberra must be willing to relocate to Canberra at their own expense.

About the Australian Fisheries Management Authority

To Apply

Position Contact	Jess Hardy, 02 6225 5372
Agency Recruitment Site	https://afmacareers.nga.net.au/?jati=746B8861-5338-21C2-3049-ED4D0

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Vacancy VN-0772776

Australian Fisheries Management Authority

Closing Date:Sunday 11 October 2026

Corporate Services

Job Title	Chief Operating Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Requests for hybrid working arrangements (WFH) are considered on a case-by-case basis
Classification	Senior Executive Service Band 1
Position Number	023_09/26 (10002)
Agency Website	

Job Description

https://afmacareers.nga.net.au/?jati=9A9568DF-CBC3-4CB8-DDD5-ED4D45945DA3

About AFMA

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About the branch

The Corporate Services Branch is responsible for enabling AFMA to deliver its regulatory and operational objectives through contemporary, sustainable and high-performing corporate services. Working in partnership with business areas across the agency, the branch provides leadership, advice and support across governance, finance, people, technology, legal, communications, property and security functions.

The branch plays a key role in strengthening organisational capability, improving planning and performance, supporting informed decision-making and driving continuous improvement across AFMA. Its focus is on delivering services that are practical, responsive and aligned to the agency's strategic priorities and workforce needs.

About the position

The Chief Operating Officer (COO) is AFMA's senior executive responsible for organisational capability, corporate governance, enterprise stewardship and organisational performance. Reporting directly to the Chief Executive Officer and as a member of AFMA's Executive Leadership Team, the COO plays a critical role in shaping and delivering AFMA's strategic direction, ensuring the agency has the people, systems, governance and resources required to achieve its regulatory and operational objectives.

Working in close partnership with the CEO and Executive Leadership Team, the COO provides strategic leadership to strengthen organisational capability, organisational performance and effective stewardship of public resources. The role ensures AFMA remains resilient, high-performing and well positioned to respond to emerging opportunities and challenges.

Capabilities & Experience

We are seeking an accomplished executive leader with a proven track record of leading complex business groups, driving strategic outcomes and delivering sustainable organisational performance. You will bring exceptional leadership, strategic and organisational acumen, the ability to navigate complexity and influence diverse stakeholders, and a demonstrated commitment to public sector stewardship, integrity and continuous improvement.

Successful candidates will demonstrate:

- Proven executive leadership experience delivering organisational performance and strategic outcomes in complex operating environments.
- Experience leading corporate enabling functions, governance, workforce capability, organisational development and transformation initiatives across work groups.
- The ability to build high-performing, inclusive and values-driven workplace cultures.
- Strong stakeholder engagement, communication and influencing skills, including the ability to provide trusted advice to executives, boards and external stakeholders.
- Sound judgement, integrity and accountability, with a demonstrated commitment to public sector stewardship and effective management of public resources.

Desirable Capabilities & Experience

Experience working within a regulatory, public sector or natural resource management environment.

Experience engaging with boards, commissions or similar governance bodies.

Duties

In addition to meeting the requirements of the SES Band 1 work level standards, you will:

- Partner with the CEO and Executive Leadership Team to shape AFMA's strategic direction, organisational priorities and long-term capability requirements.
- Provide executive leadership across AFMA's corporate enabling functions, including people and capability, finance, internal audit, governance, legal, communications, information management, digital services, cyber security, property and security.
- Lead enterprise workforce planning, organisational capability development, succession planning, workplace relations and employee engagement strategies to ensure AFMA has the workforce required to deliver its objectives.
- Drive a positive, inclusive and high-performing organisational culture that reflects APS Values and supports innovation, collaboration and accountability.
- Lead organisational change and transformation initiatives that strengthen performance, service delivery and business resilience.
- Oversee AFMA's governance framework, including corporate planning, enterprise performance reporting, audit and assurance, risk management and Audit and Risk Committee secretariat.
- Provide strategic advice to the CEO, Executive Leadership Team and, as necessary, Commission on organisational capability, governance, workforce, resource management and performance matters.
- Lead the agency's cyber security, information management and digital transformation priorities to support effective and secure service delivery.
- Ensure effective stewardship of public resources and compliance with the PGPA Act, Commonwealth legislative requirements and whole-of-government policy obligations.
- Build and maintain productive relationships with government, industry and other key stakeholders to advance organisational and regulatory outcomes.
- Contribute to the overall leadership, management and future direction of AFMA as a member of the Executive Leadership Team.

Eligibility

To be eligible for this role applicants must:

- be an Australian Citizen;
- have the ability to obtain and maintain a Negative Vetting 1 security clearance;
- satisfy the requirements of an Australian Federal Police Check.

Notes

The current opportunity is ongoing. This process may be used to fill similar ongoing and non-ongoing roles in the future.

This position is located in Canberra, ACT. Successful applicants that are currently not based in Canberra must be willing to relocate to Canberra. Partial relocation assistance is available.

The selection panel may intend to use Co-pilot to assist in creating the interview assessment commentary for the selection report. Selection panel members will take notes during the interview, with these combined and summarised by Co-pilot. The selection panel will review the proposed assessment commentary and amend if required, to reflect their assessment.

About the Australian Fisheries Management Authority

To Apply

Position Contact	Wez Norris, 0411 885 566
Agency Recruitment Site	https://afmacareers.nga.net.au/?jati=9A9568DF-CBC3-4CB8-DDD5-ED4

This notice is part of the electronic Public Service Gazette PS37 Weekly Gazette Thursday (Vacancy Notices) - 17 September 2026.pdf Published by Australian Public Service Commission.

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Vacancy VN-0772526

Australian Government Solicitor

Closing Date:Sunday 27 September 2026

Australian Government Solicitor
Commercial Support

Job Title	Senior Legal Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	-
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	This is a hybrid role and cannot be fully remote; flexible arrangements may be considered in line with the Enterprise Agreement and operational needs.
Classification	APS Level 5
Position Number	TBC
Agency Website	

Job Description

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

Duties

- Senior Legal Assistant (APS5) AGS Commercial
- Sydney
- Full-time, ongoing (12-month non-ongoing position may be offered)

The Australian Government Solicitor (AGS) is seeking expressions of interest from Senior Legal Assistants to join AGS Commercial supporting our commercial lawyers in Sydney. If you are interested in progressing your career in legal administration, please consider the role description available on our recruitment portal and apply.

About us

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

AGS is unique. AGS is dedicated to the national interest and is a trusted advisor to Government. It is a center of excellence and expertise in areas of law of importance to the Commonwealth and in managing complex, systemic and precedential issues for the Commonwealth.

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

AGS is diverse. With over 550 lawyers and a team of approximately 800 professionals nationwide, we work in more than 40 different areas of law related to government.

About the role

Our commercial lawyers provide specialist commercial legal advice to agencies across the Commonwealth on some of the Australian Government's largest projects and commercial transactions. You will take responsibility for providing outstanding administrative support to a core group of lawyers and assisting other legal support staff from around the country when required.

We are seeking a candidate who is looking to further develop their career in legal administration and who demonstrates a strong work ethic, attention to detail and a commitment to providing outstanding administrative support to lawyers. This role requires the ability to work as part of a team and deliver professional administrative services in a fast-paced legal environment.

The role is at the APS5 classification level. The APS5 role requires a high level of autonomy, responsibility for complex work, and a demonstrated ability to support team capability, mentor staff and contribute to continuous improvement.

As a member of our Legal Support team, you will:

- provide high quality legal and administrative support, taking an active role in assisting our lawyers to deliver a high standard of legal services to our clients
- maintain legal files and assist with client enquiries
- manage lawyers' diaries and travel
- assist with client billing and reporting, ensuring that administrative procedures align with AGS requirements
- assist to prepare, and in some cases draft, documents relevant to your role and send these to clients, registries or other bodies
- work as part of a national team
- support, mentor and develop more junior administrative staff.

Please refer to the role description on our recruitment portal for duties and responsibilities of the role including qualifications and relevant professional experience, knowledge and skills.

To be successful in the role you will have:

- administrative experience relevant to the role, generally 3 or more years in a legal or similar professional environment
- interest and experience in legal administrative roles, excellent attention to detail and a professional approach, including the ability to manage multiple tasks with accuracy
- a genuine commitment and ability to deliver high-quality client service
- well-developed written and oral communication skills
- strong knowledge of common software applications (e.g. Word, Outlook, Adobe), and technical skills in Microsoft Office and PowerPoint; experience in legal practice software systems would be an advantage
- a team-oriented and proactive mindset with the ability to collaborate effectively and contribute to the success of the team
- a genuine interest in developing your administrative skills further, with a focus on learning and improving processes as you grow within the role.

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

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

To apply

To apply, please click the ‘Apply’ button. Applications close at 5:00pm (AEST) on Sunday, 27 September 2026.

You will need to include your CV and a cover letter (both no more than 2 pages) indicating relevant experience with reference to the skills and experience required for the role.

Use of artificial intelligence (AI) in AGS recruitment

We may use AI tools to support administrative tasks during recruitment processes. For further information about the use of AI in AGS recruitment, please visit our employment page Employment | AGS

Further enquiries

Further information can be obtained by contacting Mary Morris, National Coordinator Commercial on 03 9242 1497.

Eligibility

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

Notes

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

About the Australian Government Solicitor

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

To Apply

Position Contact	Kim Da Pozzo, 02 6253 7272
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0772662

Australian Security Intelligence Organisation

Closing Date:Monday 05 October 2026

Job Title	AE4 - AEE1 Project and Program Delivery (ICT, Facilities and Enterprise Portfolio)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$91,521 - $157,637
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1
Position Number	06220252026
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

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

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

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

The opportunity

ASIO is embarking on a significant expansion of our delivery capability and is seeking high-performing, enthusiastic and motivated professionals to join our teams. We are looking for a diverse range of talent to drive strategic initiatives across three critical streams: ICT, Facilities and Generalist.

ASIO looks for candidates who are curious, resilient and enjoy problem solving. Whether you are a seasoned Portfolio Analyst, Program Manager, or an aspiring Project Support Officer, we have a seat for the right talent.

We are recruiting for the following positions across the AE4 (APS4 equivalent) to AEE1 (EL1 equivalent) levels:

- Portfolio Analysts: help align our investment with strategic goals and provide high-level visibility on performance.

- Program Managers: lead complex, multi-project initiatives to deliver transformative outcomes.

- Project Managers: drive the end-to-end delivery of defined scopes, ensuring quality, time and budget targets are met.

- Program Management Officers (PMO): establish the frameworks, governance and reporting that ensure our programs succeed.

- Project Support Officers (PSO): provide the vital administrative and operational backbone to keep our projects moving.

Depending on your expertise, you can apply for a role within one of our three specialised delivery streams:

- **ICT**: driving digital transformation, infrastructure upgrades and software implementation.

- **Facilities**: managing capital works, site acquisitions, upgrades and physical infrastructure projects.

- **Generalist**: applying delivery excellence to business change, operational improvements and corporate initiatives.

Some positions may attract an additional skills allowance payment. A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Duties

At the **AE4 level**, you will:

- Contribute to day-to-day project support activities.

- Maintain project documentation and assist with the preparation of project briefs to support project delivery.

- Schedule team meetings, prepare agendas and take meeting minutes.

- Provide financial support and administrative processing by adhering to documented procedures.

- Respond to general enquiries and build positive relationships with diverse stakeholders.

At the **AE5 level**, in addition to the above you will:

- Coordinate day-to-day project support activities.

- Apply project management process improvements within an established framework.

- Contribute to communication plans, strengthening customer and stakeholder relationships.

- Contribute to project support such as scheduling and budget maintenance, procurement, monthly reporting, and resource management.

- Contribute to the maintenance of project risk registers, including regular reviews and updates, advising team members if they have been nominated to execute risk treatment, and facilitating project risk workshops.

At the **AE6 level**, in addition to the above you will:

- Manage small projects or elements of larger projects, or lead project support functions (including schedules, budgets, procurement, and reporting), under the guidance of an experienced Project Manager.

- Implement project management process improvements within an established framework.

- Manage communication plans, advancing customer and stakeholder relationships.

- Engage with stakeholders and manage expectations to deliver agreed project outcomes.

- Use initiative and experience to analyse, plan, review, and adjust priorities to meet business outcomes.

At the **AEE1 level**, in addition to the above you will:

- Manage medium to large projects or elements of large complex projects within an established framework.

- Achieve project outcomes, progress work packages, review team and business performance, and identify opportunities for continuous improvement.

- Work independently in alignment with strategic objectives and communicate expected outcomes.

- Use people management skills and knowledge to lead a high-performing and cohesive team, including contributing to ongoing self-improvement and professional development.

- Cultivate and leverage relationships with senior executives and external partners to facilitate consensus, resolve complex disputes, and ensure sustained alignment with strategic goals.

Eligibility

What you will bring

We are seeking candidates with the following skills:

- Ability to apply a security-first mindset, exercising sound judgement to ensure all project assets, procurement activities, and decisions comply with security protocols.

- Ability to align project delivery and procurement strategies with organisational and national security goals, utilising evidence-based solutions to drive continuous improvement and delivery excellence.

- Proficiency in managing the project lifecycle, from translating requirements into actionable plans and budgets, to overseeing procurement and ensuring high-quality outcomes.

- Ability to build and sustain productive, collaborative relationships across diverse stakeholder groups to align priorities, manage expectations, and ensure shared goals.

- Strong communication skills to negotiate competing priorities, facilitate shared understanding, and influence commitment to project objectives.

- A high level of personal accountability and initiative to navigate obstacles, lead teams, and maintain rigorous attention to detail in reporting and financial oversight.

- Experience in project management methodologies (e.g., PMP, PRINCE2, PMBOK, Agile/Scrum, MPS) to effectively manage scope, budgets, and project registers.

- Knowledge or experience of ICT project management principles and practices will be highly regarded.

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

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

Qualifications

The following qualifications are desirable, but not required:

- Certified Practicing Project Practitioner (CPPP) certification with the Australian Institute of Project Management (AIPM) or the ability to achieve certification.

- Axelos PRINCE2 Practitioner Certification.

For the **Project Support Officer** role, the following qualification is desirable, but not required:

- Certificate IV in Project Management Practice (BSB40920) or university qualification in ICT and/or project management.

For the **Project Manager** role, the following qualification is desirable, but not required:

- Diploma of Project Management (BSB50820) or university qualification in ICT and/or project management.

Eligibility

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

- an Australian citizen

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

Reasonable adjustments

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

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

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

- Employer superannuation contributions of 15.4%.

- A variety of leave options in addition to the standard 4 weeks annual leave, including stand down between Christmas and New Year.

- Flexible working arrangements. **Please note** due to our unique working environment, work from home options are not available.

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

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

- Access to an Employee Assistance Program (EAP).

How to apply

ASIO officers' identities are protected by law. Under section 92 of the ASIO Act, the only declared ASIO officers are the Director-General and Deputy Directors-General. To protect our people's identities, ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

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

- A written pitch of up to 500 words that addresses the required capabilities for the role. Use examples to demonstrate how your skills and experience meet the capabilities.

- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you have undertaken.

- Details of 2 referees, which must include a current or former supervisor. ASIO will not contact your referees without advising you prior to doing so.

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

Use of artificial intelligence in recruitment processes

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

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

Additionally, be aware of the privacy policies of any AI tool you use. Be mindful of the information you are entering into AI tools (personal details, work history, etc) and how using it may link you to potential ASIO employment, noting that you are expected to be discrete and maintain confidentiality with your application.

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

The recruitment selection process

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

We ask all applicants for their patience throughout the process.

Employment conditions

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

Australian Workplace Equality Index

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

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

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6257 4916
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0772670

Australian Security Intelligence Organisation

Closing Date:Monday 16 November 2026

Job Title	Intelligence Development Program 2028 intakes
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$100,425 - $118,220
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5;APS Level 6
Position Number	01320262027
Agency Website	www.asio.gov.au

Job Description

https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in_organid=12852&in_jnCounter=2213016

The Organisation

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

We seek to reflect the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. We are

culturally and linguistically diverse, language skills enhance our collective ability to protect Australia. Aboriginal and Torres Strait Islander peoples are encouraged to apply. We are secretive about what we do, not what we value.

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

The opportunity

As an intelligence professional, you will have a diverse and rewarding career, making a difference every day. You will embrace the complexity of the security environment, confront challenges and drive investigative outcomes that make real world change. With your team, you will collect information and use your critical thinking and communication skills to connect the dots – to stop terrorists and catch spies.

Your role will place you at the centre of the intelligence cycle where you will:

- Assess and validate incoming information
- Direct investigative action to mitigate emerging threats
- Play a critical role in delivering accurate, relevant, and timely intelligence to support informed decision-making.

ASIO looks for candidates who are curious, resilient and enjoy problem solving. Successful candidates will undertake a 12-month development program with comprehensive training in intelligence assessment, analysis and advice. Participants will develop the fundamental skills and knowledge required to gain an Intelligence Analyst licence. This is also the entry point for those seeking a career as an Intelligence Officer; an internally selected program offering training in the collection of human intelligence (HUMINT).

As an Intelligence Analyst you will have the opportunity to build a diverse career across a range of specialised analytical areas. You will identify and investigate patterns and anomalies, draw intelligence value from large volumes of information, solve complex problems, and develop subject-matter expertise to make intelligence assessments and produce high-quality advice. Intelligence Analysts are proactive team players who work together to achieve outcomes. They drive ASIO's identification and mitigation of national security issues, and deliver impactful advice and assessments that inform government, national security partners and industry.

Opportunities for licenced ASIO Intelligence Analysts

Once you have obtained an Intelligence Analyst licence, there are multiple opportunities to specialise or further develop your skills. Intelligence professionals in ASIO regularly move positions, meaning you can have many jobs within the Organisation.

Following the 12-month training, you may be placed in:

- **Discovery.** Finding the crucial piece of intelligence in a large dataset, discovering the ‘unknown unknowns’.
- **Investigations.** Taking one piece of security intelligence and finding how it fits into the big picture, to uncover the individuals seeking to harm Australia.
- **Strategic analysis.** Appling high-level analytical tradecraft to identify early indicators of change in the security environment and generating advice for decision-makers at all levels of Government.
- **Targeting analysis.** Employing specialised analytical tradecraft to identify, develop, and enhance operational opportunities and outcomes.
- **Threat analysis.** Using a range of information sources to build thematic expertise and develop an understanding of threats to Australia and Australians.

The skills and context you gain as an Intelligence Analyst are crucial to becoming an Intelligence Officer.

Before applying to be an Intelligence Officer, all applicants will complete a minimum two-year domestic posting. You will further develop your skills, gain critical corporate knowledge with on-the-job experience, and develop a deep understanding of the security environment – all of which will help you in the field.

Intelligence Officers meet with members of different communities to help mitigate security threats, while also building ongoing confidential relationships to collect information that assists ASIO to achieve its mission. As an Intelligence Officer you will be trained in human intelligence (HUMINT) skills, equipping you to collect privileged information from valued human sources to inform security intelligence requirements.

It takes a team with a diverse set of skills to collect the dots and connect the dots. No matter what role you are in, you will contribute to our mission and our success. A multitude of careers in ASIO are unlocked via an Intelligence Analyst licence, allowing you to find your fit.

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

Duties

What you will bring

We are seeking candidates with the following capabilities:

· An interest in national security

· Exceptional judgement and the ability to provide impartial advice

· The ability to gather, research and analyse information to prepare written and oral briefings

· Critical thinking, complex problem solving and logical reasoning

· The ability to operate independently and as part of a team

· The ability to demonstrate personal and professional resilience and adaptability

· High-level interpersonal and verbal communication skills

· The ability to build productive relationships across ASIO and with partners

· The motivation and aptitude to undertake a comprehensive 12-month development program

· A diverse range of skills, qualifications and life experience.

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

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

What we offer you

ASIO provides a number of benefits to its staff including:

· Significant training and development as part of a 12-month development program.

· A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access security clearance.

· Employer superannuation contributions of 15.4%.

· A variety of leave options in addition to the standard 4 weeks annual leave, including stand down between Christmas and New Year.

· Flexible working arrangements. **Please note** due to our unique working environment, work from home options are not available.

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

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

· Access to an Employee Assistance Program (EAP).

· Mentoring opportunities.

Eligibility

Eligibility

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

· an Australian citizen

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

· candidates who apply for subsequent Intelligence Officer training must have an Australian drivers licence. This criteria only applies following the completion of Intelligence Analyst training and a defined period of employment.

Reasonable adjustments

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

Notes

Location

These positions are located in Canberra and applicants must be willing to relocate. Relocation assistance is provided to successful candidates where ASIO requires you to relocate. Intelligence professionals at ASIO rotate through different postings, which may require you to move cities.

How to apply

ASIO officers' identities are protected by law. Under section 92 of the ASIO Act, the only declared ASIO officers are the Director-General and Deputy Directors-General. Due to the need to protect our people's identities, ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

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

· A written pitch of up to 500 words that addresses the required capabilities for the role. Use examples to demonstrate how your skills and experience meet the capabilities.

· A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you have undertaken.

· Details of 2 referees, which must include a current or former supervisor. ASIO will not contact your referees without advising you prior to doing so.

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

Suitability assessments are valid for 24 months. Candidates found unsuitable during the assessment process will not be eligible to reapply for the Intelligence Development Program for a period of 24 months. If you have previously applied since September 2024, we encourage you to confirm your eligibility before reapplying.

Use of artificial intelligence in recruitment processes

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

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

Additionally, be aware of the privacy policies of any AI tool you use. Be mindful of the information you are entering into AI tools (personal details, work history, etc) and how using it may link you to potential ASIO employment, noting that you are expected to be discrete and maintain confidentiality with your application.

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

The recruitment selection process - timeframes

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

We ask all applicants for their patience throughout the process.

As we are recruiting for Intelligence Development Program, Intelligence Analyst 2028 intakes, candidates can expect the following timeframes for the recruitment selection process:

- Program advertised will close 16 November 2026
- Online testing will likely run in November 2026
- Assessment centres will likely run from March 2027.

Employemnt conditions

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

Australian Workplace Equality

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

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

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6263 7888
Agency Recruitment Site	https://www.careers.asio.gov.au/public/jncustomsearch.viewFullSingle?in

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Vacancy VN-0772740

Australian Security Intelligence Organisation

Closing Date:Monday 05 October 2026

Job Title	AE4 - AE6 Recruitment and Workforce Coordination Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$91,521 - $125,060
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	01520262027
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

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

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

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

The opportunity

We are seeking motivated individuals to join our Recruitment teams across multiple levels, from AE4 to AE6 (APS4–APS6 equivalent). Whether you are an experienced recruiter, a human resources (HR) specialist, or looking to transition into the field, this is an opportunity to contribute to the growth of ASIO.

Depending on your skills, background and aspirations, there are two primary pathways within our team:

· Recruitment officers support the recruitment of specialist intelligence, technical, and corporate roles. You will also manage high-priority initiatives such as our Graduate, Traineeship and entry level programs. As a key representative of the agency, you will often serve as the first point of contact for prospective candidates and may act as the 'face' of ASIO during virtual and in-person recruitment events. Working collaboratively with business areas across the Organisation, you will help identify critical resourcing needs to ensure we attract and secure the

best and brightest talent for ASIO.

· Workforce Coordination focuses on the operational management of our people. In this role, you will use your coordination and people management skills to facilitate the internal workforce lifecycle. This includes managing mobility, transfers and promotions for existing staff, as well as ensuring a seamless onboarding experience for new starters. Additionally, you will contribute to the continuous improvement of the policies and systems that support our team.

Together, these functions ensure that ASIO attracts the best talent and provides the relevant support necessary to sustain our mission.

ASIO looks for candidates who are curious, resilient and enjoy problem solving. To be successful in these roles, you will have highly developed communication and interpersonal skills, be a strong collaborator, the ability to be versatile, and be a quick learner across diverse recruitment functions.

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

Duties

Responsibilities

As an AE4 Officer, you will:

· Serve as the primary point of contact for candidates, employees, and hiring managers; providing essential guidance and maintaining professional relationships.

· Manage the end-to-end talent pipeline, from coordinating interviews and vetting, to contractor engagements, merit pools, and onboarding.

· Oversee data integrity by maintaining HR databases, tracking tools, and corporate records to support daily operations.

· Ensure all actions adhere strictly to security protocols, privacy requirements, and legislative HR policies.

· Support HR projects and proactively identify opportunities to streamline administrative workflows and increase efficiency.

As an AE5 Officer, you will:

· Lead the end-to-end talent process, overseeing targeted advertising, large-scale assessment centres, and complex mobility actions (including secondments and Memoranda of Understanding).

· Manage senior stakeholder relationships, providing informed guidance on workforce processes and ensuring a high-standard candidate experience.

· Mentor and guide AE4 staff, providing day-to-day support and oversight to ensure team goals are met.

· Deliver advanced data analysis and reporting, translating workforce metrics into professional briefings for senior management.

· Drive operational excellence by owning standard operating procedures and leading continuous improvement initiatives to streamline HR workflows.

As an AE6 Officer, you will:

· Partner with senior officers and business areas to determine recruitment requirements and align workforce strategies with the Organisation’s overarching strategic agenda.

· Build strong relationships with senior management and external partners, providing high-level advice and representing the Organisation at strategic forums and industry events.

· Lead the end-to-end talent acquisition and workforce coordination processes, ensuring they are optimised for efficiency and align with broader organisational objectives.

· Drive the redesign of recruitment processes and tools, analysing complex workforce trends to provide strategic recommendations and reporting for senior executive audiences.

· Mentor and coach junior staff, serving as the primary point of escalation for complex matters and managing high-sensitivity workforce requests with absolute discretion.

· Champion positive workforce outcomes by reviewing internal policies and ensuring strict adherence to APS legislation, HR policies, and security requirements.

Eligibility

What you will bring

We are seeking candidates with the following capabilities:

· Strong written and verbal communication skills

· Sound decision making and judgement skills

· Ability to operate in a high tempo environment

· Demonstrated ability to prioritise work

· A high level of accuracy and attention to detail

· A strong commitment to work collaboratively in a busy and dedicated team.

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

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

Skills and qualifications

· At the AE4 and AE5 levels, work experience in a related field and/or demonstration of transferable skills is desirable but not mandatory.

· At the AE6 level, Recruitment or Talent Acquisition experience and HR skills and experience are highly desirable but not mandatory.

Eligibility

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

· an Australian citizen

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

Reasonable adjustments

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

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

· A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access security clearance.

· Employer superannuation contributions of 15.4%.

· A variety of leave options in addition to the standard 4 weeks annual leave, including stand down between Christmas and New Year.

· Flexible working arrangements. **Please note** due to our unique working environment, work from home options are not available.

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

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

· Access to an Employee Assistance Program (EAP).

How to apply

ASIO officers' identities are protected by law. Under section 92 of the ASIO Act, the only declared ASIO officers are the Director-General and Deputy Directors-General. Due to the need to protect our people's identities, ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

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

· A written pitch of up to 500 words that addresses the required capabilities for the role. Use examples to demonstrate how your skills and experience meet the capabilities.

· A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you have undertaken.

· Details of 2 referees, which must include a current or former supervisor. ASIO will not contact your referees without advising you prior to doing so.

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

Use of artificial intelligence in recruitment processes

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

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

Additionally, be aware of the privacy policies of any AI tool you use. Be mindful of the information you are entering into AI tools (personal details, work history, etc) and how using it may link you to potential ASIO employment, noting that you are expected to be discrete and maintain confidentiality with your application.

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

The recruitment selection process

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

We ask all applicants for their patience throughout the process.

Employment conditions

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

Australian Workplace Equality Index

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

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

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 0262637888
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0772615

Australian Signals Directorate

Closing Date:Sunday 11 October 2026

Job Title	ASD 4 Store Person
Job Type	Full-Time;Part-Time, Ongoing
Location	Darwin NT, Geraldton WA
Salary	$85,993 - $93,881
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per the Information Pack
Classification	APS Level 4
Position Number	ASD/05285/26
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

The Opportunity

Access Foundation Branch within Mission Capability Division is a cross functional, integrated team of Analysts, Developers, Engineers, Radio Frequency (RF) Technicians and Project Specialists working to deliver critical capabilities against some of ASD’s hardest SIGINT access problems.

Shoal Bay Receiving Station (SBRS) based in Darwin and Australian Defence Satellite Communications Station (ADSCS) based in Geraldton are remote intelligence facilities managed

by ASD. Working at our sites will offer a unique and challenging work environment where experienced public sector professionals work alongside highly skilled technical experts to achieve exciting outcomes for ASD. You will be required to work closely between the two sites and other areas across the organisation.

We are seeking energetic, highly organised and task-orientated ASD4 Store Person to undertake a broad range of work in support of ASD's mission. You will play a critical role in supporting the internal infrastructure of one of the largest organisations within the National Intelligence Community.

Due to the unique nature of the work conducted at this location, staff may be provided the opportunity to obtain a range of additional qualifications including construction cards, truck and forklift licenses.

We are looking for an ASD 4 Store Person accountable under limited direction to perform and achieve moderately complex inventory management work within an integrated workforce. They will be accountable to have a good understanding of and compliance to relevant legislative frameworks, government decision-making and the Australian Signals Directorate's mission and policy requirements.

Key Duties:

- Coordinate inventory management with information management systems and responding to inventory requests.
- Manage and implement stock take plans and identify continuous improvement opportunities.
- Compose responses to correspondence, briefs and reports on inventory management activities.
- Demonstrate knowledge in the Australian Signals Directorate logistics policies and apply them to inventory management activities.
- Build and sustain effective relationships with team members and actively participate in teamwork and group activities.
- Work collaboratively and operate as an effective team member.
- Recommend solutions to issues affecting the achievement of desired outcomes.
- Interpret and comply with legislative, policy and regulatory frameworks.
- Allocate work, resources and tasks and set work area priorities to meet work area outcomes.

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

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

Duties

Our ideal candidate will be accountable for organising their workflow, making decisions within their defined parameters relating to area of responsibility and will seek guidance when required. They may exercise some discretion with respect to how legislation, procedures and guidelines are interpreted and applied to their work. They will provide administrative support that is informed and directed by their knowledge of the warehousing and distribution function. They may undertake some research and analysis activities.

Our ideal candidate will:

- Have experience in warehouse, stores, inventory, or logistics operations.
- Demonstrate strong attention to detail when handling stock, assets, and inventory records.
- Be able to follow established procedures and work instructions while maintaining compliance with organisational policies.
- Show initiative in identifying and resolving routine issues within their area of responsibility.
- Demonstrate a commitment to workplace safety and safe manual handling practices.

Eligibility

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

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

Please ensure that you meet the eligibility requirements outlined in the Information Pack prior to submitting an application.

Notes

Desirable Qualifications, Experience or Training

The following would be advantageous:

- Experience using inventory management systems.
- Experience conducting stocktakes and inventory reconciliations.
- Forklift licence (LF) or willingness to obtain one.
- Understanding of asset management, warehousing, and logistics principles.

Staff are required to have knowledge of and compliance to relevant legislative frameworks, government decision-making and Australian Signals Directorate's mission and policy requirements

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0772652

Job Title	ASD 5 & 6 Product Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Darwin NT, Geraldton WA
Salary	$95,159 - $119,654
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per the Information Pack
Classification	APS Level 5;APS Level 6
Position Number	ASD/05323/26
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

The Opportunity

Access Foundation Branch within Mission Capability Division is a cross functional, integrated team of Analysts, Developers, Engineers, Radio Frequency (RF) Technicians and Project Specialists working to deliver critical capabilities against some of ASD’s hardest SIGINT access problems.

Shoal Bay Receiving Station (SBRS) based in Darwin and Australian Defence Satellite Communications Station (ADSCS) based in Geraldton are remote intelligence facilities managed by ASD. Working at our sites will offer a unique and challenging work environment where experienced public sector professionals work alongside highly skilled technical experts to achieve exciting outcomes for ASD. You will be required to work closely between the two sites and other areas across the organisation.

We are seeking energetic, highly organised and task-orientated ASD 5 & 6 Product Manager to undertake a broad range of work in support of ASD’s mission. You will play a critical role in supporting the internal infrastructure of one of the largest organisations within the National Intelligence Community.

Due to the unique nature of the work conducted at this location, staff may be provided the opportunity to obtain a range of additional qualifications including construction cards, truck and forklift licenses.

The Product Manager is accountable, under limited direction, for the delivery of complex logistics, inventory, and asset management functions within an integrated workforce. The role requires the effective coordination and governance of logistic activities to support operational capability and organisational readiness.

Key Responsibilities

- Developing, maintaining, and applying a well-developed understanding of relevant legislative and regulatory frameworks, ASD policy, mission, and strategic requirements
- Ensuring compliance with ASD logistics systems, asset accountability standards, and governance obligations while providing informed advice to senior management.
- Use inventory and asset management systems to input, track, and report on stock movements.
- Prepare reports on stock usage, trends, and logistics performance.
- Identify and implement opportunities for process improvement.
- Manage accurate asset records reflecting Project WBS elements and relevant cost centre captures.
- Manage accurate asset information capture into applicable Enterprise Asset Management Software (EAMS, SAP, MAXIMO/MAS etc).
- Capture and collate any asset warranty, repair or calibration reporting.
- Manage asset transfers.
- Oversee asset-sparing levels and supply line performance.
- Manage retirement of assets, incorporating disposal and removals.
- Mass asset revaluations and change of useful life.
- Capture and record asset impairments.
- Manage asset classifications (fixed assets, cost centre assets, inventory).
- Manage ASD and Cost Centre Stock takes, corrections and reporting.

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

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

Duties

The ideal candidate has to be a proactive, resilient, and motivated leader who brings energy and initiative to a complex remote site. They demonstrate sound professional judgement, the ability to anticipate logistics risk, and the confidence to provide clear, timely, and well-reasoned advice to management team.

The successful candidate is committed to continuous professional development, prepared to rapidly build and maintain a deep understanding of ASD's logistics systems, policy, and governance requirements, and capable of operating with autonomy while leading, influencing, and developing others within an integrated workforce.

Eligibility

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

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

Please ensure that you meet the eligibility requirements outlined in the Information Pack prior to submitting an application

Notes

Desirable Qualifications, Experience or Training

Experience, formal qualifications or training across a breadth of ICT skills, disciplines and platforms is desirable. These could include but are not limited to:

- Experience in a logistics, supply chain, operations, or administrative role, preferably within a government or regulated environment.
- Demonstrated experience supporting resource coordination, asset tracking, transport, or inventory activities.
- Previous experience working in a team based environment with diverse stakeholders.
- Certificate III or IV in Logistics, Supply Chain Management, Warehousing Operations, or equivalent experience.
- Diploma in Logistics or Supply Chain Management.
- Experience in warehouse/store operations or logistics coordination.
- Experience using inventory or asset management systems.

- Demonstrated ability to maintain accurate records and manage stock.
- Work Health and Safety (WHS) training.
- Manual handling training.
- Forklift licence (LF).
- Dangerous goods handling certification.
- First Aid certificate.

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0772767

Australian Signals Directorate

Closing Date:Sunday 11 October 2026

Job Title	ASD 6 Technical Data Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Darwin NT, Geraldton WA
Salary	$106,835 - $119,654
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per the Information Pack
Classification	APS Level 6
Position Number	ASD/05409/26
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

The Opportunity

Access Foundation Branch within Mission Capability Division is a cross functional, integrated team of analysts, developers, engineers, Radio Frequency (RF) technicians and project specialists working to deliver critical capabilities against some of ASD's hardest SIGINT access problems.

Shoal Bay Receiving Station (SBRS) based in Darwin and Australian Defence Satellite Communications Station (ADSCS) based in Geraldton are remote intelligence facilities managed by ASD. Working at our sites will offer a unique and challenging work environment where experienced public sector professionals work alongside highly skilled technical experts to achieve exciting outcomes for ASD. You will be required to work closely between the two sites and other areas across the organisation.

Due to the unique nature of the work conducted at this location, staff may be provided the opportunity to obtain a range of additional qualifications including construction cards, truck and forklift licenses.

A Technical Data Officer will work within a team responsible for maintaining accurate configuration records for satellite antenna systems. This includes establishing baselines, tracking changes over the life of the equipment, conducting regular checks, and supporting audits to ensure configuration data is accurate and up to date.

Key Responsibilities:

- Accountable under broad direction to undertake complex technical configuration activities.
- Engage with stakeholders, investigate, report, develop, evaluate, advise and implement policies, processes, procedures and practice.
- Provide configuration knowledge to support technical and engineering activities and ensure quality and compliance with relevant legislative, policy and regulatory frameworks.
- Exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.
- Working with the RFAS Engineering and Sustainment teams to define the standard and approved state against core configuration items.
- Tracking, reviewing and overseeing the approval of any modifications to the Satellite Antenna Baselines.
- Overseeing the meticulous recording and reporting of all changes and current states.
- Periodically reviewing the antenna fleet to ensure designated baselines are correct and early detection of any “configuration drift”.
- Accountable for accurate completion of work within timeframes and quality requirements, share own expertise with others and guide and mentor less experienced employees.
- Design and establish configuration management and data management documentation.
- Lead capability development across people, processes, tools, and training within the Configuration Management function.
- Mentor team members to build consistency, quality, and technical excellence within the Configuration Management function.
- Coordinate configuration and data management activities across multi-disciplinary program teams.
- Apply robust configuration management principles to maintain product integrity and support digital engineering initiatives.
- Provide specialist expertise in Product Lifecycle Management systems to integrate configuration data across tools and environments.

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

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

Duties

Our ideal applicant will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work with the following core skill set:

- Knowledge of ITSM Configuration Management
- Knowledge of complex ICT service configuration.
- Knowledge of ITIL Process Management.
- Proven ability to engage with people, develop, and maintain effective working relationships.
- Excellent verbal and written communication skills.
- The ability to perform and achieve very complex technical configuration activities and associated tasks within an integrated workforce.
- Demonstrated ability to assess technical packages including scoping, planning and reviewing reports, processes and product and equipment performance to meet specified requirements and provide relevant recommendations.
- Ability to apply, adapt and communicate changing and complex policies.
- Strong analytical and problem solving skills, including the ability to manage conflict and competing priorities.
- Ability to manage and organise your own time and set work priorities in order to meet deadlines.

Eligibility

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

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

Please ensure that you meet the eligibility requirements outlined in this Information Pack prior to submitting an application.

Notes

Desirable Qualifications, Experience or Training

Experience, formal qualifications or training across a breadth of ICT skills, disciplines and platforms is desirable. These could include but are not limited to:

- Experience in configuration management, asset management, ICT service management, or engineering environments.
- Experience managing configuration records, baselines, and change processes.
- Demonstrated ability to interpret and apply policies, frameworks, and technical standards.
- Training in configuration/change management processes (on-the-job or formal).
- Understanding of governance, risk, and compliance frameworks.
- ITIL Foundation (or higher).
- Configuration Management certification (e.g., CMII, ISO 10007 awareness).
- Experience with Configuration Management tools.
- Experience or understanding of Engineering Change Management processes.

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0772801

Australian Signals Directorate

Closing Date:Sunday 04 October 2026

Job Title	ASD EL1 & EL2 Assistant Technical Director and Technical Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Adelaide SA
Salary	$130,662 - $182,097
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per the Information Pack
Classification	Executive Level 1;Executive Level 2
Position Number	ASD/05420/26
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

The Opportunity

Our ICT Security Capability team is responsible for designing and evolving the organisation's future security architecture, delivering the transition from traditional on-premises environments to modern, cloud-enabled and hybrid security platforms while maintaining the resilience and security of critical operational services. The team manages a diverse portfolio encompassing Security Information and Event Management (SIEM), Security Orchestration, Automation and Response (SOAR), Governance, Risk and Compliance (GRC), continuous assurance, protective monitoring, and the physical, virtual and cloud infrastructure that supports these services. Operating in a rapidly evolving threat and technology landscape, the team is focused not only on maintaining secure and resilient security services for today, but also on shaping and delivering the capabilities required for tomorrow.

We are seeking experienced technical leaders to help drive the evolution of the organisation's security technology ecosystem through cloud adoption, hybrid architecture design and the implementation of contemporary security solutions. These roles provide a unique opportunity to influence the strategic direction of enterprise security capabilities, balancing innovation and transformation with the ongoing management of critical on-premises infrastructure and operational services.

EL1 Assistant Technical Director:

The EL1 Assistant Technical Director will provide technical leadership and solution architecture guidance to multidisciplinary teams responsible for designing, delivering and enhancing complex security capabilities, with a focus on capability uplift, integration, automation and continuous improvement.

EL2 Technical Director:

The EL2 Technical Director will provide strategic leadership through the development of technology roadmaps, architecture principles, governance frameworks and investment priorities that enable the transition to scalable, secure and resilient hybrid environments.

Both roles require forward-thinking leaders who can align technology outcomes with organisational objectives, manage technical complexity, foster innovation and guide the delivery of modern security capabilities that enable the organisation to effectively respond to current and emerging threats.

The EL2 Technical Director is a Canberra based role only.

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

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

Duties

EL1 Assistant Technical Director:

- The ideal candidate is a highly capable ICT security professional who excels at translating strategic direction into practical outcomes and achieving results, cultivating productive working relationships, and exemplifying personal drive and integrity.
- Possess strong experience delivering complex security and technology solutions across hybrid environments, with expertise spanning cloud-enabled platforms, infrastructure, networking, security operations, automation and systems integration.
- Provide technical leadership and solution architecture guidance to multidisciplinary teams of contractors and Commonwealth officers, ensuring the effective design, implementation and continuous improvement of contemporary security capabilities.

- Will be adept at balancing operational requirements with capability uplift initiatives, driving the delivery of technology roadmaps and transformation activities while maintaining secure, reliable and resilient services.
- Will be collaborative, adaptable and outcomes-focused, with the ability to navigate technical complexity and deliver solutions that support the organisation's evolving cyber security strategy.

EL2 Technical Director:

- The ideal candidate is a visionary technology leader with a record of shaping strategic thinking, achieving results, cultivating innovation and continuous improvement, productive working relationships, and exemplifying personal drive and integrity.
- Will possess extensive experience in enterprise and security architecture, with a proven ability to define technology vision, shape strategic direction and guide the evolution of complex security capability portfolios.
- Lead the development of technology roadmaps, architecture principles, governance frameworks and investment priorities that support the transition from traditional on-premises environments to modern cloud-enabled and hybrid security ecosystems.
- Bring deep expertise across contemporary security technologies, including SIEM, SOAR, GRC, continuous assurance and protective monitoring, while maintaining an enterprise-wide perspective on risk, resilience, integration and future capability needs.
- Their focus will be on designing the future state, creating a pathway to achieve it, and enabling the delivery of secure, scalable and sustainable security capabilities that meet current and emerging challenges while positioning the organisation to take advantage of advances in cloud computing, artificial intelligence and other transformative technologies.

Eligibility

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

Please ensure that you meet the eligibility requirements outlined in this Information Pack prior to submitting an application.

Notes

The team have a mix of specialist skills and abilities to complement the broad range of technologies we operate in support of our mission. Experience and qualifications in any of the disciplines or platforms below are highly desired but are not mandatory:

- Developing technology roadmaps, architecture and setting technical direction
- Aligning team strategy to broader business objectives
- Software product lifecycles, budget and contract management
- Windows system administration
- Linux system administration
- Configuration control technologies
- Virtualisation and containerisation technologies
- Hardware and SAN storage technologies
- SIEM and SOAR products
- Artificial Intelligence
- Automation skills and infrastructure as code (e.g. Python, Powershell, Bash, Ansible)
- System monitoring and alerting (Prometheus/Grafana, Splunk, ELK)
- CI/CD implementation, transition and development
- CISSP
- Bachelors/Masters in an ICT field
- Bachelors/Masters of Cyber Security

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0772547

Australian Submarine Agency

Closing Date:Monday 28 September 2026

Australian Submarine Agency
Chief Operating Officer

Job Title	Work Health & Safety, Environmental & Nuclear Safety Support Specialist
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	$99,733 - $112,431
Future Merit Locations	Rockingham
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	ASA/05194/26
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=9B797CE5-F4A7-3384-B2EE-ED4B2BC35F20

Duties

The Role

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

The APS 6 Work Health Safety and Environment (WHSE) Specialist works within the Chief Operating Officer Division of the Australian Submarine Agency (ASA) and contributes to the safe, secure and effective delivery of Australia's nuclear-powered submarine enterprise.

The role operates within an integrated workforce supporting ASA and key delivery partners, including Commander Fleet Base West (COMFBW), which leads nuclear support activities and AUKUS submarine visit operations at HMAS Stirling. COMFBW is accountable for the safe, secure and effective operation of nuclear support activities at HMAS Stirling and coordinates submarine visits under ASA technical authority.

The APS 6 Work Health Safety Specialist will:

- Contribute to the development, implementation, maintenance and continuous improvement of ASA / ADF safety management system, governance, policies and procedures.
- Provide specialist advice and support across safe systems or work, governance, assurance, risk, incident management and organisational learning activities.
- Support WHSE governance, assurance and compliance activities associated with nuclear support operations, AUKUS submarine visits, infrastructure development and emergency preparedness activities conducted by ASA and COMFBW at HMAS Stirling, WA.
- Collect, analyse, interpret and report on data to support decision making and continuous.
- Support assurance activities, audits, risk assessments, investigations, corrective actions and governance reporting.
- Work collaboratively across the broader internal and external WHSE community and with other work health and safety specialists to provide good outcomes.
- Engage with internal and external stakeholders on complex WHSE matters, anticipating and responding to stakeholders' needs and expectations to achieve work unit and ASA / ADF Evaluate activities and processes for compliance with WHS and Environmental legislation, policies and procedures relevant to the ASA and the ADF. Coordinate and manage the development, implementation, monitoring and performance reporting of WHSE statistics.

About our Team

As part of the Australian Submarine Agency (ASA), you will play a key role in supporting the safe delivery of one of Australia's most significant national capability programs. Working alongside highly skilled and diverse professionals, you will contribute expert Work Health and Safety leadership to support the wellbeing of our workforce and the safe, secure and effective delivery of Australia's nuclear-powered submarine enterprise.

You will work within an integrated ASA workforce and collaborate closely with Commander Fleet Base West (COMFBW), which is responsible for the safe, secure and effective conduct of nuclear support activities at HMAS Stirling and the coordination of AUKUS submarine visits and future Submarine Rotational Force-West activities. COMFBW operates as a hybrid Navy and APS organisation under ASA technical authority, supporting nuclear safety, security, safeguards and emergency preparedness outcomes.

We foster an inclusive and collaborative culture built on respect, professionalism, safety and security, recognising that our people are our greatest asset. We offer professional development, flexible working arrangements and unique opportunities to build your career while contributing to a once-in-a-generation national endeavour alongside ASA, COMFBW and other key partners across the Australian submarine enterprise.

Our Ideal Candidate

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

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

- Ability to interpret and apply WHS and Environmental legislation, regulatory s requirements and safety management system principles within a complex operating environment.
- Assist with the development and implementation of safety management.
- Knowledge of and experience in continuous improvement as it relates to.
- Ability to carry out WHS and Environmental audits, support WHSE Workplace Inspections and support WHSE education.
- Ability to undertake job safety analysis to develop safe working.
- Assist with the development of a WHS Risk Management.
- Highly developed inter-personal skills.
- Ability to communicate with a variety of stakeholders.
- The ability to think critically with well-developed problem solving skills.

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	Wade Bemet, wade.bemet@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9B797CE5-F4A7-3384-B2EE-ED

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Vacancy VN-0772617

Australian Submarine Agency

Closing Date:Monday 28 September 2026

Australian Submarine Agency
Chief Operating Officer

Job Title	HR & Corporate Officer (Multiple roles)
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT
Salary	$89,841 - $96,829
Future Merit Locations	Adelaide, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 5
Position Number	ASA/05196/26
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=8387A43A-34F8-22F8-4A1F-ED4B2CEDC885

Duties

The Role

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

As an **APS 5 Officer** within the Australian Submarine Agency (ASA), you will contribute to the delivery of key business services and operational outcomes across either **Human Resources, Workforce Planning, Recruitment, Governance and/or Administration functions.**

Working under limited direction, you will provide advice and support, undertake research and analysis, coordinate activities, and apply relevant legislation, policies, procedures and governance frameworks to achieve business outcomes.

Depending on the role, you may support workforce management activities, recruitment processes, governance and secretariat functions, records and administrative management, reporting, or the delivery of corporate programs and initiatives.

You will be responsible for managing your own workload, exercising sound judgement within your area of responsibility, and delivering high-quality, customer-focused services.

You will work collaboratively with internal and external stakeholders to resolve issues, support business priorities and contribute to continuous improvement activities. As a valued member of the team, you will share knowledge, support team objectives and help foster a professional, collaborative and high-performing workplace culture.

Key Responsibilities may include but are not limited to:

- Contributing to the delivery of Human Resources, Recruitment, Governance and/or Administration activities, projects and initiatives.
- Provide research, analysis and advice on a range of workforce, recruitment, governance, administrative and business-related matters.
- Support recruitment and talent acquisition processes, including candidate management, assessment activities and onboarding arrangements.
- Assist with the delivery of HR services, workforce initiatives and employee lifecycle activities.
- Support governance and secretariat functions, including the preparation of meeting papers, agendas, minutes, action tracking and compliance reporting.
- Undertake administrative and coordination activities to support efficient business operations and service delivery.
- Interpret and apply relevant legislation, policies, procedures and governance requirements.
- Build and maintain productive relationships with internal and external stakeholders.
- Prepare correspondence, reports, briefing materials and other business documentation.
- Identify opportunities to improve processes, systems and service delivery outcomes.
- Manage competing priorities, resolve routine issues and escalate complex matters where required.
- Collaborate effectively with team members and contribute to a positive, professional and high-performing team environment.

About our Team

The Australian Submarine Agency (ASA) is seeking motivated and capable individuals to fill multiple APS 5 Officer positions across a range of business functions, including Human Resources, Workforce Planning, Recruitment, Governance and Administration.

These roles provide an opportunity to contribute to Australia's nuclear-powered submarine program while supporting organisational capability, workforce effectiveness and the delivery of key agency priorities.

Successful candidates will demonstrate sound judgement, strong stakeholder engagement skills, and the ability to deliver high-quality services, contribute to business improvements, and support the achievement of organisational priorities and strategic outcomes.

Our Ideal Candidate

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

We are seeking motivated, adaptable and customer-focused professionals who thrive in complex, fast-paced environments and are passionate about supporting the Australian Submarine Agency's mission and contributing to the delivery of Australia's most significant national security capability.

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

- Experience working in one or more of the following areas: Human Resources, Recruitment, Governance, Administration or a related corporate services function.
- Demonstrated ability to interpret and apply legislation, policies, procedures and governance frameworks.
- Strong stakeholder engagement skills, with the ability to build and maintain productive working relationships.
- Demonstrated analytical and problem-solving skills, including the ability to research, interpret and apply information to support decision-making and business outcomes.
- Experience contributing to recruitment processes, HR service delivery, governance activities, administrative functions, projects or business initiatives.
- Strong written and verbal communication skills, including the ability to prepare correspondence, reports, briefing materials and meeting documentation.
- Strong organisational skills and attention to detail, with the ability to manage competing priorities and meet deadlines.
- Sound judgement, initiative and the ability to work effectively under limited direction.
- A collaborative approach, with the ability to work effectively within a team and contribute to shared objectives.

- A commitment to professionalism, continuous improvement and the delivery of high-quality customer service.

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8387A43A-34F8-22F8-4A1F-ED4

Australian Submarine Agency

Closing Date:Thursday 01 October 2026

Australian Submarine Agency
DDG Technical Executive Office

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Majura ACT
Salary	$89,841 - $96,829
Future Merit Locations	Majura
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location
Classification	APS Level 5
Position Number	ASA/05210/26
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=18A2FF8E-F9AD-6272-056F-ED4BDE1E12D3

Duties

The Role

Accountable for the delivery of executive support including 'front of office' functions, including:

- Managing the appointment diary and meeting arrangements for the Senior Executive Service
- Monitoring and triaging the inbox of the Executive and Division
- Keep contact lists up to date
- Printing packs, tracking correspondence and clearance documents
- Responsibility for travel requisitions and acquittals for the office, booking travel and accommodation
- High level liaison with key internal and external stakeholders
- Developing business improvement initiatives to streamline workflow
- Advise, arrange, coordinate and reconcile all aspects of domestic and international travel in-line with policy for Senior Executive Service Officers
- Understand and utilise with internal and external professional knowledge and experience to improve processes and work outcomes
- Demonstrate and apply ASA administration policy and procedures

- Liaise with stakeholders and visitors of all levels, providing a point of contact for assistance and general enquiries
- Mentor and develop APS 4 Executive Assistants (EAs)

About our Team

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people.

Executive Assistants play a vital role across the Agency, providing high-level administrative and executive support to senior leaders in a dynamic and fast-paced environment. Depending on business needs, successful candidates may be placed within a range of divisions, supporting the delivery of key Agency priorities and strategic objectives.

Working within ASA provides the opportunity to engage with a broad range of stakeholders, contribute to meaningful and nationally significant work, and be part of a collaborative and professional workforce.

Our Ideal Candidate

We are a dynamic organization seeking employees who are agile, innovative, resilient and energised by high-paced work.

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

- Possess excellent communication and interpersonal skills including initiative, positive attitude and the ability to work under pressure to achieve results
- Have strong stakeholder engagement skills and a demonstrated ability to work collaboratively with a range of people, including internal and external senior executive levels and their support staff
- Ability to exercise sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy
- Strong attention to detail and organisational skills, ability to manage competing priorities, while working independently and collaboratively with the executive officer

Eligibility

Security Clearance:

Negative Vetting 1 (NV1): Applicants must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

Notes

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

About the Australian Submarine Agency

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

To Apply

Position Contact	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=18A2FF8E-F9AD-6272-056F-ED

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Vacancy VN-0772741

Australian Transport Safety Bureau

Closing Date:Wednesday 30 September 2026

Corporate

Job Title	Investigation Support Officer
Job Type	Part-Time, Ongoing
Location	Canberra ACT
Salary	$89,414 - $96,829
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Due to the amount of office-based activities this primarily an office-based role.
Classification	APS Level 5
Position Number	2026/03
Agency Website	https://www.atsb.gov.au/

Job Description

https://www.atsb.gov.au/employment-opportunities

The Investigation Support officer provides reliable and responsive operational, administrative and logistical support to ATSB investigation activities. The role coordinates moderately complex tasks, applies established procedures, exercises sound judgement and contributes to the operational readiness of investigators. The position works under limited supervision, manages completing priorities, and provides accurate, timely support.

Duties

Responsibilities include:

• Coordinate procurement, distribution and maintenance of equipment, uniforms and PPE for ATSB investigators, including managing stock levels and routine replenishment requirements

• Administer identification and security access credentials (ID cards, ASIC/MSIC), vaccination and BBP pathogen records, and official passports, ensuring all records are accurate, compliant and up to date.

• Manage the investigation support email inbox

• Coordinate travel, accommodation, car hire and related logistics for investigation deployment activities.

• Participate in post-deployment meetings to capture follow-up safety equipment actions and maintain documentation.

• Maintain and update the ATSB out-of-hours duty roster in accordance with established procedures, ensuring timely communication of changes to investigators and relevant stakeholders.

• Provide administrative and operational support to investigation activities, including preparing routing procurement reports, maintaining documentation, and assisting with monitoring the investigation support cost centre under guidance.

• Undertake additional administrative tasks as required to support operational readiness and the broader functions of the team.

Our ideal person will demonstrate:

• An ability to manage administrative and logistical tasks, prioritise workload, meet deadlines, and be responsive to operational needs.

• Maintain accurate records, apply quality assurance checks and ensure compliance with policy and procedures.

• Communicate clearly with investigators, internal stakeholders and external providers to support deployment and operational activities

• Apply procedures, identify routine issues, and escalate matters appropriately.

• Use a variety of tools to manage logistics, records, rosters and reporting.

• Experience in working in operational environments, and an understanding of the role of the ATSB.

Eligibility

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be an Australian citizen to be employed (on a temporary or permanent basis) in the APS, unless the Agency Head has agreed, in writing.

Notes

This part-time position requires a minimum of 30 hours per week.

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

About the Australian Transport Safety Bureau

To Apply

Position Contact	Gerard Frawley, 02 6122 1727
Agency Recruitment Site	https://www.atsb.gov.au/employment-opportunities

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Vacancy VN-0772774

Defence Housing Australia

Closing Date:Tuesday 29 September 2026

Asset Management
Service Delivery Technical Heritage Upgrades & Defects (THUD)

Job Title	Technical Construction Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Parramatta NSW
Salary	$104,793 - $120,411
Future Merit Locations	Parramatta
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	APS Level 6
Position Number	493996
Agency Website	https://www.dha.gov.au/

Ready for your next challenge? Join DHA's Technical, Heritage, Upgrades & Defects Team and help shape housing outcomes.

About us

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

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

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

Duties

About your team

As part of the Service Delivery team, Asset Management function, you will help your broader team meet their delivery objectives for high quality housing services, including maintenance services, stock management, and contractor performance.

The Asset Management function is responsible for the delivery of construction, maintenance, upgrades and heritage programs. As a member the Technical, Heritage, Upgrades & Defects (THUD) Team, you will provide technical support to the Asset Management function and other DHA staff.

About the role

As a Technical Construction Officer, you'll play a key role in delivering quality housing outcomes for Defence members and their families across Australia. Drawing on your technical expertise, you'll provide specialist advice to Project Managers on residential construction, upgrade and heritage projects, while supporting DHA's acquisition and leasing programs. You'll also help resolve complex building maintenance issues, manage builders' defects, and provide trusted technical guidance to regional teams. This is an opportunity to apply your construction knowledge across a diverse range of projects, influence outcomes, and make a meaningful contribution to DHA's national housing portfolio.

Eligibility

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

Notes

Benefits for working at DHA include:

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

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

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

How to apply

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

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

Applications close: 11:55pm AEST 29 September 2026.

Any questions? Please contact Bobby Djordjevic - Assistant Director Technical Construction

0403 887 647 / bobby.djordjevic@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

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

About the Defence Housing Australia

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

To Apply

Position Contact	Bobby Djordjevic, 0403 887 647
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0772599

Department of Finance

Closing Date:Monday 21 September 2026

Financial Analysis, Reporting & Management

Job Title	Accounting and Finance Internship
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$65,890 - $75,405
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 2
Position Number	2026/DOF/INTERN
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE INTERNSHIP

- Are you interested in kick-starting your career in accounting & finance whilst finishing your studies?
- Are you looking for a challenging position with real responsibility and supportive colleagues?
- Why not consider an internship with our team!

The Department of Finance (Finance) is looking for motivated first, second or third year university students majoring in Accounting or Finance who are looking to build their experience and start their career path as a paid intern.

We offer an exceptional internship opportunity where you'll work under the guidance of a Senior Accountant / Analyst and acquire a diverse skill set including:

- Treasury management skills by helping to manage the flow of money within the Australian Government.
- Financial reporting by:
    - Preparing monthly, or annual financial statements for the Australian Government
    - Providing accounting advice to government departments and agencies.
- Budget by providing advice and support to departments and agencies preparing their annual budgets.
- Analytical skills, through the creation of financial models and reports, as well as facilitating payments for the Australian Government Investment Funds program totaling around $1.5 billion annually for major government initiatives and managing investments of around $68 billion.
- Evaluating and preparing financial reports for the multi-billion dollar Australian Government superannuation benefits programs.
- Capacity to positively influence government decision making by developing briefings and advice to senior Finance officials and the Minister for Finance.

You will be placed in the Financial Analysis, Reporting and Management Division (FARM) where you will have the opportunity to enhance your practical skills and knowledge of accounting by participating in our in-house training and development sessions, run in conjunction with CPA Australia, Chartered Accountants Australia and New Zealand and other entities from across the Australian Public Service.

A placement start date is subject to obtaining a baseline security clearance, with the process undertaken by Finance with successful candidates. It is anticipated that interns will commence from November 2026 onwards. All roles will be based in the Parliamentary Triangle, close to Parliament House working from our office located at 1 Canberra Avenue, Forrest.

Duties

WHAT WE ARE LOOKING FOR

Finance is seeking highly motivated accounting and finance students who want to use their skills and knowledge to contribute to our work.

We are seeking candidates who are:

- Enthusiastic
- Keen to develop meaningful skills
- Eager to work as part of a high performing team in a caring environment
- Looking to complete their studies while gaining real world experience part-time.

WHAT WE OFFER

At Finance, we put your wellbeing first, providing a safe working environment where you will get to develop your skills and apply your accounting and finance knowledge, as well as develop your problem solving ability and grow leadership capabilities that are highly valued and readily transferrable to a range of future career opportunities.

Interns will be employed as a casual APS 2 employee for up to two days per week, based around study commitments (including exams), with the option to work additional hours during holidays, including throughout the 2026-27 Summer.

Casual positions are of an irregular/intermittent nature with hours and working days varying as required, including to fit around your university classes. As an APS 2 intern you will be paid an hourly rate based on an annual salary of $63,723 per annum (pro-rata) plus a 25% loading in lieu of annual and personal leave (excluding long service leave).

Note: These roles are initially being filled on a casual basis however there will be the possibility to be made ongoing within the next 18 months, while the merit pool is active. To support career progression, there may be an opportunity for interns to be offered a broadband advancement in line with The Department of Finance Enterprise Agreement 2024-2027, at the completion of the program.

Eligibility

ELIGIBILITY INFORMATION

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold, the required security clearance level for the role as indicated. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have Disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you. Further information can be found at https://www.apsc.gov.au/recruitability.
- These roles are being filled in an ongoing and casual/intermittent capacity. There is no guarantee of set days and hours and work will only be offered as required. An annual salary will be paid as an hourly rate, including a 25% loading in lieu of annual leave, personal leave and public holidays.
- A merit pool will be established and be made available to other Australian Public Service entities.

Notes

ADDITIONAL INFORMATION

Relocation assistance is not able to be offered as part of the internship. Candidates wishing to take up these opportunities who reside outside the Canberra region will need to relocate at their own expense.

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

About the Department of Finance

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

To Apply

Position Contact	Betty Bi, (02) 6215 3563
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0772637

Department of Finance

Closing Date:Wednesday 23 September 2026

Enterprise Systems and Services
Operations and Service Management Financial Operations

Job Title	Financial Operations Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$73,242 - $94,289
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 3;APS Level 4
Position Number	2026/204
Agency Website	www.finance.gov.au

Job Description

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

THE OPPORTUNITY

The roles are working in the Financial Operations team ensuring that all accounts payable financial documents are processed in line with Australian Government policy, client agency's Accountable Authority Instructions (AAIs) and SDO's Service Level Outcomes.

This service covers the full range of accounts payable and accounts receivable activities such as vendor creation and maintenance, financial document processing, payment runs, enquires, reconciliations and reporting.

OUR IDEAL CANDIDATES

The successful candidate will possess the skills, knowledge and experience necessary to effectively work in the Financial Operations team and ensure the delivery of high-quality financial services in a shared service environment.

The successful candidates will be able to demonstrate:

- Experience in Accounts Payable operations, including accurate processing of invoices, payment runs, reconciliations, vendor management, and resolving payment issues.
- Experience working in a shared service environment.
- Knowledge of financial management principles, internal controls, and compliance requirements.
- The ability to prioritise competing workloads, manage deadlines, and maintain service delivery during periods of high demand.
- Excellent written and verbal communication skills, with the ability to communicate effectively with staff at all levels and with internal and external stakeholders.
- Demonstrated commitment to continuous improvement, including identifying opportunities to enhance processes, efficiencies and customer service.

The successful candidates will possess:

- Sound knowledge of Accounts Payable policies, procedures and best practice.
- An understanding of financial governance frameworks, including compliance, financial delegations, and internal controls.
- Knowledge of the Australian Government financial management framework, including the Public Governance, Performance and Accountability Act 2013 (PGPA Act).
- Experience using SAP, financial management systems and Microsoft Office applications.

Highly regarded qualifications, knowledge and experience include:

- Previous experience in an Accounts Payable function within the Australian Public Service.
- Previous experience working in a Shared Service environment.
- Experience in working with systems of the RBA.
- Qualification in Accounting, Finance or equivalent experience.
- Experience using ServiceNow or equivalent systems.

Duties

FINANCE PEOPLE CAPABILITY FRAMEWORK AND JOB SPECIFIC CAPABILITIES

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

Lead

- Provide support to the team, through sharing knowledge and experiences amongst a team in the successful delivery of Accounts Payable activities to all client agencies of the Service Delivery Office.

Collaborate

- Communicate and consult well with stakeholders on issues, encouraging input and seeking out solutions.

Achieve

- Ensure all Financial Operations work is delivered on time, within SLA and to a high standard. Supporting others to do the same by showing initiative and development.

Think

- Work with the team to review and identify processes for improvement and develop creative solutions.

Learn

- Take responsibility for improving your skills with a continuous improvement approach and be engaged.

Know

- Maintain your technical skills and knowledge of systems, legislation and policy to undertake the role.

Eligibility

ELIGIBILITY INFORMATION

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- RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have a disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you. Further information can be found at https://www.apsc.gov.au/recruitability.

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To Apply

Position Contact	Warren Trethewey, 02 6240 0777
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0772701

Department of the House of Representatives

Closing Date:Monday 05 October 2026

Serjeant-at Arms
Finance Office Finance

Job Title	Chief Finance Officer
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	$168,313 - $178,341
Future Merit Locations	Various locations - ACT, Capital Hill
Office Arrangement	On Site;Flexible
Office Arrangement Details	Onsite with the possibility to flexible working arrangements if required.
Classification	Executive Level 2
Position Number	7800
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description

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

The Chief Finance Officer (CFO) leads and manages a small multidisciplinary team responsible for providing the department's core financial and accounting services. The CFO oversees a high-performing management accounting service that supports the department to meet its purpose and financial targets.

The CFO provides high-level financial advice to the Speaker of the House, the Clerk of the House and senior managers, and ensures the department meets its financial compliance and reporting obligations.

The CFO is the custodian of the department's financial data and ensures that systems and processes are complete and effective to maintain data integrity, comply with all relevant legislation, and enable accurate and timely internal and external financial management reporting.

The CFO is responsible for the financial aspects of the department's contracts and service-level agreements, financial accounting, asset management and related financial reporting. The role focuses on financial compliance and the provision of financial services and advice to the department.

The CFO requires sound knowledge of, and experience with, the Commonwealth financial framework; an understanding of the department's core business; highly developed analytical, interpersonal and management skills; and tertiary qualifications in accounting or finance, together with CPA or CA accreditation.

Duties

The Chief Finance Officer will:

1. lead the Finance Office's small team to deliver high-quality services, including by managing concurrent work programs and developing individual and collective capability.

2. provide expert advice on financial management matters, including appropriations, budgets, procurement, asset management, business planning and reporting.

3. manage the preparation of the department's annual financial statements and lead its engagement in the financial statements audit process.

4. represent the department in relevant forums and liaise with the Department of Finance, other parliamentary and government agencies, and external stakeholders.

5. attend meetings of the department's Audit and Risk Committee as an observer, present at Executive meetings, and attend meetings of the House Appropriations and Administration Committee as an adviser, as required.

6. work collaboratively with business areas to improve financial management practices and understanding across the department.

Eligibility

Selection criteria

The successful candidate will demonstrate:

1. high-order leadership and team management skills, including an inclusive work style and a focus on building team cohesion and capability

2. knowledge of, and experience in applying, Commonwealth financial legislation, financial policies and accounting standards

3. proven experience in financial operations management, including financial governance, compliance and assurance arrangements, internal budgeting, and financial reporting

4. the ability to research, analyse and evaluate financial matters and provide advice to a range of stakeholders

5. well-developed interpersonal skills, including the ability to negotiate persuasively, together with sound judgement, tact and discretion.

Eligibility

1. A tertiary qualification and experience in accounting or finance.

1. A current professional qualification as either a Certified Practising Accountant or Chartered Accountant.

2. The occupant of this role must obtain and maintain a Negative Vetting 1 security clearance. Maintaining a security clearance at this level is essential to the role; failure to do so will result in termination of employment.

Notes

Applications must address the selection criteria in no more than three pages.

Further information about the department is available on the DHR website.

About the Department of the House of Representatives

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

To Apply

Position Contact	Department of the House of Representatives Recruitment, 02 6277 4745
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0772516

Department of the Senate

Closing Date:Sunday 27 September 2026

Procedure Office
Legislative Scrutiny Unit

Job Title	Legislative Research Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$89,204 - $95,816
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	Employees are entitled to request flexible working arrangements under the department's enterprise agreement
Classification	APS Level 4
Position Number	84 and 107
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Dep

Job Description

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

The Department of the Senate is seeking applications from those interested in joining the Legislative Scrutiny Unit within the Procedure Office, in the role of Legislative Research Officer.

Legislative Research Officers provide high level administrative and coordination support to the Parliamentary Joint Committee on Human Rights, the Senate Standing Committee for the Scrutiny of Bills or the Senate Standing Committee for the Scrutiny of Delegated Legislation. A significant responsibility of a Legislative Research Officer is the organisation, coordination and documentation of the committee's scrutiny work. Duties include proofing and editing a variety of documents, coordinating a high volume of correspondence to and from the committee, managing the committee's databases, contributing to the preparation, printing and tabling of reports and other committee publications, and preparing other correspondence and documents relevant to the committee's business.

Legislative Research Officers also use relevant software and web publishing packages to prepare and publish materials for the committee's webpages, coordinate arrangements for committee meetings and hearings, and maintain registers, manuals and databases relevant to the Legislative Scrutiny Unit. Legislative Research Officers are required to liaise directly with parliamentarians and their staff, ministerial offices, and officials in executive departments and agencies in the performance of these duties.

Duties

1. Provide high level administrative and coordination support to the Parliamentary Joint Committee on Human Rights, the Senate Standing Committee for the Scrutiny of Bills or the Senate Standing Committee for the Scrutiny of Delegated Legislation.
2. Manage and maintain accurate databases of legislation under scrutiny and extract data as required for reporting and statistical purposes.
3. Prepare and distribute outgoing correspondence to departments, agencies and ministers and liaise with relevant staff to coordinate and distribute responses within the timeframes set by the committee.
4. Prepare committee reports and other publications for printing and tabling and publish relevant information and material on the Senate's website using web-based authoring software paying close attention to accuracy, layout and design.
5. Assist in the preparation, organisation and conduct of committee meetings and hearings, with particular responsibility for compiling briefing material and other relevant papers and taking minutes during meetings.
6. Liaise with parliamentarians and their staff, ministerial offices, the committee's legal advisers, employees, and external departments and agencies.
7. Respond to general inquiries from various stakeholders, including members of the public.
8. Undertake preliminary analysis of legislation and advice received from ministerial officers or departments, and other research tasks to support the secretariat.
9. Use computer software packages such as Microsoft Office including Word, Excel, Share Point, Outlook and knowledge of Adobe Acrobat.

Eligibility

Desirable

- Experience in using Microsoft Office applications and web-based authoring software.
- Familiarity with legislation.

Notes

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

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

About the Department of the Senate

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

To Apply

Position Contact	Human Resource Management, (02) 6277 5924
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jo

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Vacancy VN-0772647

Department of the Senate

Closing Date:Sunday 27 September 2026

Committee Office

Job Title	Principal Research Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$135,665 - $151,964
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	Employees are entitled to request flexible working arrangements under the department's enterprise agreement
Classification	Executive Level 1
Position Number	701
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

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

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

Principal Research Officers work as part of a committee secretariat team to undertake major research, analysis and drafting for committee inquiries, including the preparation of briefing papers, background material and draft reports for committee consideration. They are expected to take carriage of inquiries and significant aspects of committee business, support and mentor other members of the secretariat, and act as committee secretary, including during committee hearings, as required. They may need to work reasonable additional hours during peak work times, assist other secretariat teams from time to time, and travel interstate to support committee hearings and other committee activities.

Principal Research Officers regularly liaise with senators and their staff, witnesses, public servants and representatives of external organisations. They must be able to produce high-quality written work under pressure, manage competing priorities, exercise sound judgement and contribute to the effective delivery of committee activities, including local and interstate hearings and other committee proceedings. They require a strong understanding of parliamentary practice and procedure and the role of parliamentary committees, or the demonstrated ability to acquire and apply such an understanding.

Duties

1. Undertake major research and analysis for committee inquiries, producing draft reports, briefing papers and background material.
2. Assist the committee secretary in the planning and management of all aspects of committee inquiries, including the organisation and conduct of public hearings.
3. Manage individual inquiries or aspects of committee business and act as committee secretary when required.
4. Contribute to the effective management of the committee secretariat, including supporting and mentoring other members of the secretariat, and contribute to learning, development and knowledge-sharing activities within the Committee Office.
5. Provide advice and information to committees and liaise with senators' offices, witnesses, officials and the general public on committee business.
6. Develop and apply strong knowledge of Senate procedure and parliamentary law and practice, particularly in relation to the work of committees.
7. Complete corporate and administrative tasks in a timely manner, including maintaining committee records in accordance with parliamentary and departmental recordkeeping obligations. Contribute to the executive leadership of the Committee Office.

Eligibility

Desirable

Relevant tertiary qualifications (or progress towards tertiary qualifications)

Notes

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

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

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To Apply

Position Contact	Human Resource Management, (02) 6277 5924
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jo

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Vacancy VN-0772648

Department of the Senate

Closing Date:Sunday 27 September 2026

Committee Office

Job Title	Senior Research Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$112,252 - $123,136
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	Employees are entitled to request flexible working arrangements under the department's enterprise agreement
Classification	APS Level 6
Position Number	706
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Dep

Job Description

https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-b8c9-9bc901

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

Senior Research Officers work as part of a committee secretariat team to undertake research and analysis of evidence, draft committee reports and briefing material, and assist in managing committee inquiries through all stages of the process. They require strong research, analytical and writing skills and the ability to deliver work that is accurate, timely and of a consistent high standard.

Senior Research Officers regularly liaise with senators and their staff, public servants and representatives of external organisations. They are often a primary point of contact for committee stakeholders and must demonstrate high-level communication skills, sound judgement and professionalism. They also contribute to the planning and delivery of committee activities, including private meetings and local and interstate public hearings, and require strong organisational skills and the ability to work effectively in a dynamic small team environment. They may need to work reasonable additional hours during peak work times and assist other secretariat teams from time to time. Some interstate travel to support committee hearings may be required.

Duties

1. Undertake report drafting and research and analysis for committees, including the preparation of briefing papers and other background material.
2. Coordinate and provide administrative support for committees, particularly the preparation of material for, and organisation of, committee meetings and public hearings.
3. Attend to correspondence and respond to inquiries from witnesses, submitters, senators' offices, agencies and members of the public regarding committee business.
4. Maintain and safeguard committee records in accordance with parliamentary and departmental recordkeeping obligations.
5. Develop and apply knowledge of Senate procedures and parliamentary law and practice, particularly as they relate to the work of committees.

Eligibility

Desirable

Tertiary qualifications (or progress towards tertiary qualifications).

Notes

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

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To Apply

Position Contact	Human Resource Management, (02) 6277 5924
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jo

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Vacancy VN-0772598

Department of the Treasury

Closing Date:Sunday 27 September 2026

Job Title	External Reporting Australia, Standard-Setting Boards Roles
Job Type	Part-Time, Non-Ongoing
Location	Perth WA, Canberra ACT, Sydney NSW, Melbourne VIC, Darwin NT, Adelaide SA, Hobart TAS, Brisbane QLD
Salary	-
Future Merit Locations	Perth, Canberra, Sydney, Melbourne, Darwin, Adelaide, Hobart, Brisbane
Office Arrangement	On Site
Office Arrangement Details	Australia wide. Allowances are available for official travel as set by the Remuneration Tribunal
Classification	Statutory Appointment
Position Number	26-2026
Agency Website	www.treasury.gov.au

Job Description

https://candidate.aurion.cloud/trea/production/portal1/redirect/to/dmFjYW5jaWVzLzI5MTIxOTA2ODE2MjA5OTh-M

The **Financial Reporting Council** (FRC) seeks applications for Chair and member roles on **External Reporting Australia's** (ERA) technical standard-setting boards, which will be responsible for making **accounting, auditing and assurance, and sustainability standards** from 1 December 2026.

About the roles

Roles on ERA's standard-setting boards are part-time statutory appointments made under the Australian *Securities and Investments Commission Act 2001* (ASIC Act) expected to commence from 1 December 2026.

ERA will be a new Commonwealth entity commencing operations on 1 December 2026 which will bring together functions from the FRC, Australian Accounting Standards Board (AASB) and Auditing and Assurance Standards Board (AUASB). A Governing Council will oversee three technical standard-setting boards responsible for day-to-day standard-setting activities in relation to accounting, auditing and assurance and sustainability standards.

Relevant experience and eligibility

Applicants must have senior level technical expertise in applying or setting accounting, sustainability or auditing and assurance standards, or using disclosures made under those standards.

Applicants must meet the definition of ‘External Reporting Australia eligible representative’ within the meaning of sections 3 and 9 of the Treasury Laws Amendment (Financial Reporting System Reform) Act 2026 and meet other relevant skills requirements.

Duties

Selection criteria

Successful applicants will demonstrate, at a senior level:

- Understanding of the needs of users and the external reporting environment (internationally and domestically) in the for-profit, not-for-profit or public sectors.
- Ability to apply technical and/or research knowledge to practical issues on accounting, auditing and assurance or sustainability matters, including impacts across large or smaller entities and practitioners.
- Ability to balance strategic and policy considerations with technical issues.
- Appreciation of the importance of acting in the public interest.
- Understanding of ERA’s functions and powers as set out in the ASIC Act, including the broader objects of the financial reporting system (see section 224 and the Treasury Laws Amendment (Financial Reporting System Reform) Act 2026) and ERA’s function of issuing internationally aligned locally relevant standards.
- Strong written and verbal communication.
- Ability to work as a collegiate board member, respecting differing points of view.
- Ability to develop and maintain strong networks and relationships.
- Capacity to contribute effectively to board deliberations and commit sufficient time to board activities.

In addition to the above, applicants for Chair roles should demonstrate:

- Senior level of experience as a preparer or user of reports.
- Ability to oversee and direct a board, including fostering collective commitment to board decisions.
- Ability to bring a strategic perspective to standard-setting.
- Long-term vision and proven ability to make sound decisions.
- Stakeholder engagement at senior levels and at international levels.

Eligibility

Notes

Statutory appointments up to 4 years.

About the Department of the Treasury

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To Apply

Position Contact	FRC Secretariat, secretariat@frc.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/trea/production/portal1/redirect/to/dmFjYW

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Vacancy VN-0772623

Department of the Treasury

Closing Date:Sunday 27 September 2026

Law Division

Job Title	EL2 Director, Legislative Drafter
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$167,708 - $192,469
Future Merit Locations	Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 2
Position Number	29-2026
Agency Website	www.treasury.gov.au

Job Description

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

Treasury's Law Division is looking to fill an EL2 vacancy for a **Legislative Drafter** to operate under broad direction and exercise a high degree of independence, judgement and initiative in leading Treasury's in-house legislative drafting function.

The role is accountable for the delivery and quality of complex legislative drafting work, management of drafting priorities and resources, provision of strategic and authoritative drafting advice, and development of Treasury's legislative drafting capability.

Duties

The EL2 Legislative Drafter will:

- Lead the drafting and development of complex, sensitive or high-priority legislative instruments and other legislative products.
- Provide strategic and authoritative drafting advice on complex legislative projects, including advice on drafting approaches, options, risks and implications.
- Undertake and oversee complex legislative research and analysis to inform drafting approaches and support the delivery of legislative projects.
- Exercise a high degree of judgement and initiative in identifying and resolving complex or sensitive legislative drafting and delivery issues.

- Work closely with legislation designers, policy teams, portfolio agencies and other stakeholders to develop legislative solutions and implement Government priorities through subordinate legislation.
- Provide senior technical oversight and lead quality assurance for legislative instruments, including establishing and maintaining high drafting and editorial standards.
- Oversee the delivery of Treasury's in-house subordinate legislation program, establish and manage drafting priorities, and allocate drafting resources to support Government and Treasury priorities.
- Oversee significant and complex legislative drafting projects, manage risks and competing priorities, and ensure the timely delivery of high-quality legislative products.
- Manage, mentor and develop drafting staff and support high performance, professional development and effective knowledge sharing.
- Lead the development and continuous improvement of Treasury’s legislative drafting capability, practices, systems and knowledge.
- Provide leadership across the team and contribute to the strategic direction and effective delivery of Treasury’s legislative program.

Capabilities required:

- Substantial experience leading complex legislative drafting projects and delivering high-quality legislative products.
- Highly developed drafting skills and the ability to provide clear, practical and well-reasoned advice on complex drafting issues.
- The ability to manage competing priorities and oversee a large subordinate legislation program.
- Demonstrated leadership capability, including the ability to manage, mentor, coach and develop staff.
- Ability to set clear expectations and contribute to a high-performing and collaborative team.
- Proven ability to build trusted relationships, influence senior stakeholders and provide strategic advice and navigate competing views to achieve effective outcomes.
- Demonstrated expertise in legislative drafting, legislative instruments or related work.

Desirable skills and experience:

- Tertiary qualifications in law or a related discipline, or equivalent experience.
- Extensive experience drafting legislation, legislative instruments or other legal documents.
- Experience working with complex legislative instruments.
- Experience providing drafting advice and leading the delivery of complex legislative projects will be highly regarded.

Eligibility

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

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

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

Notes

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

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

About the Department of the Treasury

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To Apply

Position Contact	Chris Leggett, 02 6263 3357
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0772673

Department of the Treasury

Closing Date:Sunday 04 October 2026

Job Title	Deputy Chair, Australian Securities and Investments Commission
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Tasmania TAS, Brisbane QLD, Darwin NT, Adelaide SA, Perth WA
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Australia wide. Allowances are available for official travel as set by the Remuneration Tribunal.
Classification	Statutory Appointment
Position Number	32-2026
Agency Website	www.treasury.gov.au

Job Description

https://www.derwentsearch.com.au/job-details/deputy-chair-in-flexible-60888348

The Australian Securities and Investments Commission (ASIC) is seeking exceptional candidates to fill the role of Deputy Chair.

ASIC is Australia's integrated corporate, markets, financial services, and consumer credit regulator. By ensuring transparent, fair, and efficient financial markets, ASIC contributes to the economic prosperity and financial well-being of all Australians.

The Deputy Chair supports the Chair in leading ASIC, contributing to the regulation of Australian companies and financial markets, engaging strategically with stakeholders, and may act as Chair when required.

Duties

We are seeking candidates who have experience at senior levels leading complex organisations through change, and a proven ability to achieve results in challenging environments.

An ideal candidate will have significant experience in business, financial markets, financial services, law, economics, accounting, or regulation, with digital, data, and large-scale technology

transformations highly desirable. A working understanding of government would be helpful but it is not a requirement.

This full-time role offers competitive remuneration as set by the Remuneration Tribunal and may be based in any capital city in Australia. The role will involve extensive travel.

For more information and to apply, please log on to Derwent Search at https://www.derwentsearch.com.au and click on “Search Jobs” to download the brief.

Eligibility

The successful applicant must meet the statutory requirements set out in the Australian Securities and Investments Commission Act 2001 and will require a security clearance. The appointment of a Deputy Chair is made by the Governor-General upon advice from the Treasurer.

Notes

About the Department of the Treasury

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To Apply

Position Contact	Derwent, 0419 683 660
Agency Recruitment Site	https://www.derwentsearch.com.au/job-details/deputy-chair-in-flexible-60

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Vacancy VN-0772733

Department of the Treasury

Closing Date:Sunday 11 October 2026

Job Title	Chief Executive of the Australian Financial Security Authority and Inspector-General in Bankruptcy
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	-
Future Merit Locations	Canberra, Adelaide, Brisbane, Perth, Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Australia wide. Allowances are available for official travel as set by the Remuneration Tribunal.
Classification	Statutory Appointment
Position Number	32-2026
Agency Website	www.treasury.gov.au

Job Description

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

The Australian Government is seeking applications from suitably qualified persons for appointment as Chief Executive of the Australian Financial Security Authority (AFSA) and Inspector-General in Bankruptcy. The successful applicant will be appointed separately to each office.

AFSA administers Australia's personal insolvency system and personal property securities framework. This includes delivering personal insolvency services, regulating registered trustees and debt agreement administrators, operating the Personal Property Securities Register, and managing property under Commonwealth legislation.

Duties

As agency head, the Chief Executive is responsible for AFSA's strategic direction, regulatory effectiveness, delivery of high-quality services, and organisational performance and resources. The Inspector-General in Bankruptcy is responsible for the general administration of the Bankruptcy Act 1966, including regulatory, review and investigative functions.

The successful applicant will demonstrate the capacity to manage complex operations and lead in a complex regulatory environment; work constructively with others to meet objectives; exercise a high level of judgement; communicate effectively with diverse audiences; and uphold and promote high standards of professional and personal integrity.

Knowledge of Australian personal insolvency and personal property securities legislation and policy is required. Experience in insolvency law and practice, financial or regulatory systems, public administration and governance, economic or financial policy, legal or administrative decision-making, or stakeholder engagement would be highly regarded.

The appointment is full-time for an initial term of up to five years. The location may be any major capital city where AFSA has an office, subject to agreement. The total remuneration package is currently $564,950 per year, with terms and conditions determined by the Remuneration Tribunal.

Applications close at 11:59 pm on 11 October 2026 and should be submitted via email to admin@amandaorourke.com.au.

For further information or to arrange a confidential discussion about the position, please contact Amanda O’Rourke on 0452 199 031 or admin@amandaorourke.com.au.

Eligibility

Required to be Australian citizens and must hold a current security clearance or be able to successfully complete a clearance shortly after commencement.

Notes

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To Apply

Position Contact	Amanda O'Rourke, 0452 199 031
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0772530

Director of Public Prosecutions

Closing Date:Wednesday 30 September 2026

Legal
Legal Capability and Performance

Job Title	Legal Support Officer, International Assistance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD, Adelaide SA, Cairns QLD, Darwin NT, Hobart TAS, Perth WA, Townsville QLD
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home arrangements may be considered on a case-by case-basis.
Classification	APS Level 5
Position Number	26_73
Agency Website	

Job Description

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

We are looking for a **Legal Support Officer** to join the International Assistance (**IA**) team in the Legal Capability and Performance (**LCP**) Practice Group within the Office of the Director of Public Prosecutions (Cth) (**CDPP**), to contribute to the work that support's the CDPP's role in delivering

an effective and efficient prosecution service. As a Legal Support Officer within the IA team, you will provide legal and administrative support across matters involving international evidence, mutual assistance, extradition and Criminal Justice Certificates (**CJCs**). A key focus of the role will be supporting prosecutors with CJC matters. You will be the primary contact for CJC queries, prepare and coordinate documentation, and work closely with the Department of Home Affairs on CJC applications and cancellation requests. You will manage files, busy inboxes and a range of enquiries while building strong relationships with prosecutors and internal and external stakeholders.

What will you bring?

- Strong organisational and prioritisation skills with the ability to work under pressure, manage competing demands and meet deadlines with accuracy;
- Excellent judgement, attention to detail and decision-making skills;
- Administrative precision with proven ability to draft legal documentation, manage group inboxes, learn new systems quickly and process procurement and records via agency systems (EDRMS, TechOne, QBT Travel);
- Excellent written, verbal and interpersonal communication skills and the ability to build relationships and work collaboratively across the CDPP and with external agency partners; and
- Capability to triage diverse queries, maintain key risk and file registers, and manage high-volume workflows autonomously under broad direction.

What we are looking for

Someone who has:

- Experience providing high quality administrative and legal support in a busy environment;
- Knowledge of legislation relevant to the IA practice including *Migration Act 1958*, *Mutual Assistance in Criminal Matters Act 1987* and *Foreign Evidence Act 1994*;
- Knowledge of IA National Legal Directions and the criminal justice visitor’s visa framework administered by the Department of Home Affairs,
- Discretion, integrity and attention to detail when handling sensitive and confidential information, drafting documents and maintaining accurate records;
- Strong organisational and analytical skills, with initiative and the ability to manage multiple inboxes and competing priorities; and
- Excellent stakeholder engagement skills.

Duties

- Acting as the initial point of contact for internal and external stakeholder contact of the IA team in respect of CJCs, including receiving and responding to phone calls, emails and general correspondence;
- Supporting prosecutors with completing CJC applications and supporting documents, identifying any gaps, and following up with prosecutors as required;
- Drafting documents including subsistence undertaking memoranda and compiling supporting documents, for settling by an IA prosecutor;

- Conducting visa status requests in respect of witnesses and defendants, proactively liaising with the Department of Home Affairs and prosecutors, and updating stakeholders on an ongoing basis during the life of a prosecution;
- Coordinating and maintaining the CJC Risk Register for subsistence undertakings given by the CDPP Delegate contributing to accurate financial reporting;
- Maintaining and updating storage of precedents, templates and information specific to IA as well as resources for operational CDPP prosecutors;
- Providing administrative support to the IA Team managing associated business activities such as travel (QBT Travel), procurement processes, payments of accounts (TechOne), records management (EDRMS) and CDPP systems;
- Managing several busy inboxes including triaging a diverse range of queries, allocating actions, and responding to less complex queries as well as collaborating with other members of the CDPP to ensure broad executive and administrative support across CDPP; and
- Contributing to legal education presentations on CJCs.

Eligibility

- The ability to obtain and maintain an **AGSVA Negative Vetting** clearance is required
- **Australian Citizenship**

Notes

Why join us

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

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

Please refer to the Candidate Information Pack for details.

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

About the Director of Public Prosecutions

To Apply

Position Contact	Kirstin Duncan, (02) 6206 5689
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0772563

Federal Circuit and Family Court of Australia

Closing Date:Monday 21 September 2026

Federal Circuit and Family Court of Australia
Judicial Support

Job Title	Judicial Associate
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	0644-09-26
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=7895740E-CE19-5DBE-15B7-ED4B6A710B73

Position Overview

The position of judicial associate is responsible for providing a high level of administrative support to a judicial officer. Travel on circuit and judicial relief locations, both intra and interstate may be required.

The purpose of this position is to ensure:

- that the judicial officer is able to conduct the business of the Court in a professional and efficient manner
- the timely completion of all tasks associated with court hearings, and
- to actively participate as a member of the judicial support team.

Duties

Major Activites

This role requires an individual who works well in a team environment. The position involves a number of competing priorities and therefore requires good organisational skills to meet these demands.

The position of Judicial Associate has regular and substantial contact with members of the judiciary, court staff, legal practitioners, clients and external agencies including:

- liaison with client service / case coordination staff in respect to court files
- liaison with legal practitioners and clients in respect of orders and judgments and the listing of matters before the judicial officer
- liaison with external agencies including Legal Aid and the Australian Federal Police, and
- liaison with the Team Leader Judicial Support in respect to the judicial court calendar, leave and travel approvals, and other judicial entitlements.

The major responsibilities of the Judicial Associate include:

- attending court with the judicial officer, including circuit sittings, to provide administrative support to the judicial officer during all trials, pre-trials and duty lists.
- managing court files prior to and at the completion of trials to ensure that the files are maintained and up to date.
- providing a high level of administrative support to the judicial officer to ensure the prompt distribution of orders and judgments.
- entering data accurately into the court’s case management and other information systems to reflect the workload of the judicial officer.
- making travel arrangements (flight bookings, accommodation reservations and car bookings) associated with circuit and relief sittings, and attendance at meetings and conferences.

- updating the judicial officer's electronic filing system to ensure that he/she has access to the most recent legislation and reference material.
- undertaking personal work as required by the judicial officer, and
- providing assistance, if required, at conferences, functions and/or meetings to ensure that the respective event is conducted in a professional manner.

Eligibility

Selection Criteria

1. Knowledge of or ability to acquire knowledge of Family Court functions, organisation, practices, procedures and terminology.
2. Demonstrated ability to undertake research, prepare reports and correspondence.
3. Demonstrated ability to operate computer-based equipment and associated software packages such as word processing, e-mail, OneNote and spreadsheet applications. Possess proficient keyboard skills.
4. Demonstrated sound organisational skills, initiative, the ability to manage priorities, meet deadlines and work effectively under pressure in a team environment.
5. Well-developed personal skills, including tact, discretion and the ability to communicate effectively with members of the judiciary, the legal profession, the public and other court staff.

Other Requirements

- Available to travel interstate.

How to apply

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

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

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

Notes

Eligibility

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

1. Australian citizenship – the successful applicant must hold Australian citizenship.

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

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

Diversity and Inclusion

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

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

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

Artificial Intelligence (AI) in recruitment

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

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

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

About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative

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

To Apply

Position Contact	Deanna Oakley, via email
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=7895740E-CE19-5DBE-15B7-ED4B6A71(

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Vacancy VN-0772693

Future Fund Management Agency

Closing Date:Monday 28 September 2026

Job Title	Academy Lead, Engagement
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	3 days in office per week (Tue and Wed anchor days)
Classification	APS Level 5
Position Number	JR100364
Agency Website	www.futurefund.gov.au

Job Description *https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund*

Duties

About Future Fund

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

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

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

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

The Opportunity

We are seeking an experienced learning and capability professional to join the Future Fund Academy team on a 12-Month Fixed Term Contract.

Working closely with the Head of Academy, you will play a key role in shaping and delivering learning experiences that build organisational capability and support the Future Fund's culture and strategic priorities. You will help coordinate Academy operations, engage with stakeholders across the Agency, and contribute to the design, delivery and continuous improvement of learning and development initiatives. The role supports the Future Fund Academy's mission to foster a high-impact learning culture that enables continuous growth of organisational capability.

This is a broad and varied role that combines learning program design, facilitation, stakeholder engagement, governance, communications and operational delivery. You will work with leaders, subject matter experts and external learning partners to deliver high-quality learning experiences and ensure Academy programs continue to evolve and deliver impact across the Agency.

The opportunity is open to Australian Citizens only.

What You'll Do

- Support the planning, governance and day-to-day operations of the Future Fund Academy.
- Contribute to the design, development and continuous improvement of learning and capability-building programs.
- Facilitate learning events, workshops and engagement activities that support capability development and strong learner experiences.
- Partner with subject matter experts and business stakeholders to develop practical, relevant and impactful learning solutions.
- Manage relationships with external learning providers, facilitators and learning partners.
- Coordinate Academy communications and engagement activities that promote learning opportunities across the Agency.
- Oversee the delivery and continuous improvement of orientation, compliance and essential learning programs.
- Use data, reporting and insights to evaluate program effectiveness and identify opportunities for enhancement.
- Support the ongoing administration and improvement of Workday learning functionality and learning systems.
- Collaborate across the People, Culture & Inclusion team to strengthen organisational capability and foster a culture of continuous learning.

Eligibility

We're looking for someone who:

- Has significant experience in learning and capability development, organisational development, learning design or a related field.
- Brings strong experience designing, coordinating and delivering learning programs within a corporate, education or professional environment.
- Has demonstrated facilitation skills and is comfortable engaging and presenting to diverse audiences.
- Builds trusted relationships and collaborates effectively with stakeholders at all levels.
- Is an excellent communicator with the ability to influence outcomes and tailor messages for different audiences.
- Uses data, reporting and insights to inform decisions and drive continuous improvement.
- Demonstrates sound judgement, initiative and accountability in managing competing priorities.
- Enjoys balancing strategic thinking with hands-on program delivery and operational execution.
- Thrives in a collaborative, values-driven and high-performing environment.
- Experience working with learning technologies, learning management systems and Workday Learning will be highly regarded.
- A bachelor's degree in human resources, Learning and Development, Organisational Development, Education, Business, Psychology or a related discipline is required.

Life at Future Fund

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

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

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

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	Danny Burke, +61 456 717 057
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

This notice is part of the electronic Public Service Gazette PS37 Weekly Gazette Thursday (Vacancy Notices) - 17 September 2026.pdf Published by Australian Public Service Commission.

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Vacancy VN-0772696

Future Fund Management Agency

Closing Date:Monday 21 September 2026

Job Title	Director, Enterprise Technology
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	3 days per week in office (Tue and Wed anchor days)
Classification	Executive Level 1
Position Number	JR100365
Agency Website	www.futurefund.gov.au

Job Description

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

Duties

About Future Fund

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

The Future Fund is Australia's Sovereign Wealth Fund, managing over $340 billion across seven public asset funds with the same purpose: growing Australia's future. We are a global investor and work closely with world leading investment organisations to access the best investment ideas.

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

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

The Opportunity

This is a senior technology leadership role responsible for shaping the future direction of Enterprise Technology across the Future Fund. Reporting to the Head of Technology, you will lead the strategy, delivery and continuous evolution of the Agency's business-facing technology services, workplace technology, service operations and technology partnerships.

You will play a pivotal role in ensuring technology enables organisational performance, workforce productivity and exceptional employee experiences. Working closely with Executive leaders and business stakeholders, you'll translate strategic priorities into technology roadmaps, investment decisions and services that deliver measurable value to the Agency.

Leading multiple teams across Enterprise Technology, you'll be responsible for service delivery, business engagement, vendor partnerships, technology investment, capability development and operational excellence. This role offers the opportunity to influence technology strategy at an enterprise level while driving outcomes that directly support the Future Fund's people and mission.

Please note that the opportunity is open to Australian citizens only.

What you'll be doing

- Leading the development and execution of the Enterprise Technology strategy, ensuring technology services, capabilities and investments are aligned to Agency priorities and future needs
- Contributing to the broader Technology strategy as a member of the Technology Leadership Team
- Leading and developing high-performing teams, fostering a culture of accountability, innovation, continuous improvement and service excellence
- Driving the evolution of Enterprise Technology services, operating models and ways of working to improve organisational outcomes and employee experience
- Providing strategic oversight of technology delivery, ensuring initiatives, services and resources are aligned to business priorities and outcomes
- Leading the prioritisation of technology demand, investment and delivery activities across competing organisational requirements
- Owning the strategic direction and performance of business technology services, digital workplace capabilities and end-user technology experiences
- Providing executive oversight of service management functions, including service desk, incident, problem, change and major incident management
- Ensuring technology services are reliable, secure, scalable and fit-for-purpose while continuously improving service performance and user satisfaction

- Building strong relationships with business leaders and acting as a trusted advisor on Enterprise Technology matters
- Leading strategic vendor and partner relationships, ensuring commercial outcomes, service standards and organisational value are maximised
- Overseeing technology procurement, contracting and governance activities to ensure effective risk management and value for money
- Translating business strategy into technology roadmaps, investment priorities and delivery plans that support long-term organisational success

Eligibility

About You

- Extensive senior leadership experience delivering complex, business-facing technology services within large organisations
- Strong background across enterprise technology, workplace technology, service operations and corporate technology platforms
- Proven ability to develop technology strategies that align with business objectives and deliver measurable organisational outcomes
- Experience leading enterprise service management functions and driving exceptional employee and customer experiences
- Demonstrated success leading technology transformation, operational improvement and technology-enabled productivity initiatives
- Strong stakeholder engagement and influencing skills, with the ability to build trusted relationships at Executive level
- Experience managing strategic technology vendors, commercial partnerships and significant technology investments
- Strong understanding of governance, risk management and operational resilience within complex technology environments
- Proven ability to lead, develop and inspire high-performing teams through periods of change and growth
- A collaborative, customer-focused and outcomes-driven leadership style, with a passion for continuous improvement

We Are For Everyone

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

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To Apply

Position Contact	Danny Burke, +61 456 717 057
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0772614

Great Barrier Reef Marine Park Authority

Closing Date:Sunday 27 September 2026

Corporate Services Finance

Job Title	Senior Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$99,733 - $111,702
Future Merit Locations	Various locations - QLD, Canberra, Townsville
Office Arrangement	On Site;Flexible
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	317
Agency Website	

Job Description

https://www2.gbrmpa.gov.au/careers

We are seeking an experienced finance professional to provide support, advice and technical accounting services to the Assistant Director - Finance, and Director - Finance in relation to management of the Reef Authority’s finances.

Responsibilities include assisting with the preparation of monthly reporting and annual financial statements, acquittals to funding agencies, assisting with the Reef Authority’s tax liabilities, preparation of reconciliations, producing accurate and timely financial information for management, and providing leadership within the financial accounting team. You will provide expertise to maintain and analyse the Reef Authority’s financial management system.

This position is responsible for the supervision, coaching and support for the Finance Officer responsible for the accounts payable function.

What you'll bring

- You are a natural problem solver, a doer and are known for seeing things through.
- You will have extensive experience in providing financial accounting services and support.

- You will be experienced in relationship and stakeholder management including working collaboratively with others.
- You thrive under pressure, have an eye for detail and don’t get flustered when faced with competing priorities.
- You are a strong leader with an ability coach and guide team members to achieve results.
- You will have strong finance systems knowledge and experience.

Duties

- Provide support for and maintenance of all financial and asset records, including input into requisite taxation and internal monthly management reporting requirements.
- Provide input into the Central Budget Management System (CBMS) requirements of the monthly and annual financial reports, and the Reef Authority’s appropriations.
- Support the preparation of the Annual Financial Statements conforming to external audit legislative requirements.
- Provide advice on accounting issues as required and contribute to the development of the Reef Authority’s financial management strategy and internal controls to improve the efficiency and effectiveness of the organisation.
- Provide expertise and maintenance of the Reef Authority’s financial management system through user access, optimising system potential and producing accurate and timely information to inform decision making.
- Manage special projects as required and encourage adherence to prescribed policies and procedures.
- Provide leadership, guidance and coaching to direct report/s to ensure the delivery of effective and efficient outcomes and that the service provided meets the needs of the Authority’s internal and external clients.

Eligibility

Essential Requirements

Tertiary qualifications in business, commerce or accounting, and a minimum of 3 years relevant post-graduate experience in an accounting environment.

Notes

The successful candidate will be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service.

Employment with the Reef Authority is subject to:

- Conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- Evidence of citizenship status.
- Evidence of qualifications required of the role.
- Evidence of a completed national police-check with no risks identified by the Reef Authority.

- The CEO of the Reef Authority, or their Delegate, approving a Notice of Engagement.
- The Australian Government Security Clearance Application Guide Book provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Amanda Molino, (07) 4750 0844
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0772794

Great Barrier Reef Marine Park Authority

Closing Date:Monday 05 October 2026

Marine Park Operations TUMRA

Job Title	Assistant Director TUMRA Program Strategy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Canberra ACT
Salary	$121,312 - $132,962
Future Merit Locations	Various locations - QLD, Townsville, Canberra
Office Arrangement	On Site;Hybrid
Office Arrangement Details	While the agency supports workplace flexibility, remote working is not available for this role.
Classification	Executive Level 1
Position Number	342
Agency Website	

Job Description

https://www2.gbrmpa.gov.au/careers

Specified term; full-time to 29 January 2028

We are seeking a person with strong strategic policy, government engagement and program leadership skills to support the future direction of the Traditional Use of Marine Resources Agreement program. A key priority of this role is working across government to shape future policy settings, support Cabinet and Budget processes, and contribute to the development of New Policy Proposals and related government decision-making products.

The position requires demonstrated experience working with Commonwealth and state government agencies, central agencies, Traditional Owners, First Nations organisations and other key stakeholders to progress complex policy, funding and program reform. The ability to navigate government processes, develop strategic advice, coordinate input across jurisdictions and support clear decision-making will be critical to the role.

Knowledge of Cabinet processes, budget processes and new policy proposal development is highly desirable. Knowledge of Indigenous Protected Areas, Native Title, Prescribed Bodies Corporate, Registered Native Title Bodies Corporate, Traditional Owner governance arrangements and Sea Country management frameworks is also highly desirable.

This position sits within the TUMRA Section, which is responsible for Traditional Use of Marine Resources Agreements and Sea Country Values Mapping programs. The section works closely with Great Barrier Reef Traditional Owners and other First Nations peoples, including remote communities, corporations, Prescribed Bodies Corporate, Registered Native Title Bodies Corporate and organisations established to support First Nations people and businesses.

This Assistant Director position will provide strategic support and leadership to the TUMRA Section, with a focus on the future operating model, long-term investment pathway and policy reform agenda for the TUMRA program. The role will work closely with government partners and other stakeholders to identify opportunities for reform, strengthen alignment with broader First Nations, Reef, Native Title and Sea Country policy settings, and support the development of government advice on the future of the program.

The Assistant Director will also provide leadership and direction to a culturally inclusive, dynamic and innovative team, supporting transformational change across the program. The role will represent the section in strategic discussions, develop and maintain strong and sustainable partnerships, and support multi-jurisdictional Sea Country management arrangements that align with Traditional Owner aspirations, self-determination, cultural authority and cultural heritage protection.

This position is an **identified position** and is one in which the duties involve extensive engagement with Aboriginal and Torres Strait Islander Peoples, Traditional Owners, Indigenous communities or their representative (further information is provided in the eligibility requirements section below)

What you'll bring

- You understand Aboriginal and Torres Strait Islander peoples’ spiritual, cultural and customary connection to Land and Sea Country, and can clearly articulate and apply principles of Cultural Authority, Traditional Lore, cultural governance and customs for managing Country.
- You understand the role of government in improving outcomes for First Nations peoples, including through Closing the Gap, broader First Nations policy reform, Native Title, Indigenous Protected Areas and Sea Country management frameworks.
- You have strong strategic policy capability and can work across government to support the future direction of the TUMRA program, including contributing to Cabinet, Budget and New Policy Proposal processes.
- You can develop high-quality strategic advice, briefing materials, policy options and decision-making products that support government consideration of complex First Nations, Reef, Native Title and Sea Country matters.
- You are strategic, resourceful and outcomes-focused. You can motivate and inspire others, work with limited direction, exercise sound judgement and apply logic, discretion and cultural awareness to complex and sensitive issues.

- You have exceptional written communication skills, well-developed analytical skills, strong attention to detail and routinely complete tasks on time and to a high standard, including under pressure and in time-sensitive government processes.
- You will represent the Reef Authority in internal and external forums, including with Commonwealth and state agencies, Traditional Owner partners, First Nations organisations and other stakeholders, and culturally negotiate sensitively on a range of complex matters.
- You are a natural problem solver with strong people, program, project, risk, financial and contract management skills, and are known for working collaboratively to deliver practical outcomes in complex operating environments.
- You will support strategic partnerships and whole-of-government engagement to strengthen the long-term sustainability, investment pathway and future operating model of the TUMRA program.
- You will be willing to travel frequently, often to remote locations. The nature of the work will require the incumbent to travel and work outside core hours,

Duties

- Provide high-quality strategic policy and program advice to the Director, Executive and senior stakeholders on the future direction of the TUMRA program, including; emerging risks, opportunities, policy settings, investment needs and alignment with broader Reef, First Nations, Native Title and Sea Country priorities.
- Lead and support the development of government decision-making products, including briefs, submissions, Cabinet and Budget materials, New Policy Proposal inputs, policy options, reports and other written advice to support future investment and reform of the TUMRA program.
- Work across Commonwealth and state government agencies, Traditional Owner partners and other stakeholders to support whole-of-government engagement, policy coordination and strategic partnerships relevant to Traditional Owner-led Sea Country management and Marine Park management.
- Develop and deliver priority strategic initiatives for the TUMRA Section, including annual planning, risk management, governance improvements, program reform activities, implementation planning and monitoring of key deliverables.
- Liaise, consult and negotiate respectfully and effectively with Aboriginal and Torres Strait Islander peoples, including Traditional Owner groups, Prescribed Bodies Corporate, Registered Native Title Bodies Corporate, Native Title Representative Bodies, Land Councils, delivery partners and government agencies on matters relevant to TUMRAs and Sea Country management.
- Support the design and delivery of policy, program and management solutions that strengthen the protection and conservation of the Reef while supporting Traditional Owner aspirations, cultural authority, self-determination and cultural heritage protection.
- Provide leadership and direction within the TUMRA Section, supporting a culturally safe, collaborative and high-performing team environment, and contributing to section priorities, cross-agency work and emerging issues as part of the broader leadership team.

Why join the Reef Authority?

At the Reef Authority, you'll build a meaningful career while helping protect one of the world's most iconic natural assets. We offer a supportive, flexible and purpose-driven workplace where your work has real impact.

You'll enjoy competitive APS employment conditions, including up to 15.4% employer superannuation, flexible working arrangements, wellbeing initiatives, professional development opportunities and a collaborative culture committed to protecting the Great Barrier Reef for future generations.

Eligibility

You must hold and maintain a current unrestricted Queensland Drivers Licence (preferably with 4-wheel drive experience) or able to be able obtain one within a 6-month period.

Note: this position is an **identified position** and is one in which the duties involve extensive engagement with Aboriginal and Torres Strait Islander Peoples, Traditional Owners, Indigenous communities or their representatives.

The successful applicant **must have:**

- an understanding of the issues affecting Aboriginal and/or Torres Strait Islander Peoples, and
- an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander Peoples.

Aboriginal and Torres Strait Islander Peoples are encouraged to apply. Non-Indigenous applicants applying for this Identified position may be asked to supply a reference from an Aboriginal or Torres Strait Islander person, group or organisation supporting their skills and ability in the areas identified.

Desirable qualifications or equivalent experience

- Diploma in Program Management, Project Management, Procurement qualifications or equivalent experience.
- Contemporary knowledge of social science, marine park/marine protected area/sea country management, including traditional use.
- The ability to travel, sometimes overnight or for multiple days, including to remote and regional locations.

Notes

Employment with the Reef Authority is subject to:

- Conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- Evidence of citizenship status.
- Evidence of qualifications required of the role.

- Evidence of a completed national police-check with no risks identified by the Reef Authority.
- The CEO of the Reef Authority, or their Delegate, approving a Notice of Engagement.
- The Australian Government Security Clearance Application Guide Book provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

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

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Rachel Martin, 0448 031 856
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0772674

National Native Title Tribunal

Closing Date:Wednesday 30 September 2026

National Native Title Tribunal
Geospatial Services

Job Title	Senior Geospatial Specialist
Job Type	Full-Time, Ongoing
Location	Cairns QLD, Perth WA, Brisbane QLD, Sydney NSW, Melbourne VIC
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	0650-09-26
Agency Website	https://www.nntt.gov.au/Pages/Home-Page.aspx

Job Description

https://fcajobs.nga.net.au/?jati=5945BD3D-DEEB-9085-A812-ED4CCBB7F709

Position Overview

The Senior Geospatial Specialist reports to the Manager Geospatial Solutions and is responsible for the architecture, administration and maintenance of the Tribunal's geospatial datasets and online services. These services assist the Tribunal with specific functions and responsibilities under the Native Title Act 1993 (Cth).

Duties

- Administer the provision of spatial data management, storage, and dissemination solutions.
- Actively create, develop and review processes and procedures to improve, simplify and enhance geospatial solutions.
- Undertake the development, testing, documentation, maintenance and sustained provision of ArcGIS Enterprise including online map and analysis services.
- Administration and maintenance of custodial and non-custodial geospatial datasets and metadata to assist the delivery of geospatial products and analysis associated with native title matters.
- Provide high level advice on matters relevant to geospatial data services being provided to and by the Tribunal.
- Provide support related to the technical architecture and solution design projects within Geospatial Services
- Undertake complex geospatial analysis associated with native title matters.

- Actively contribute to the ongoing management and monitoring of risk and business continuity for Geospatial Services.
- Provide supervision and mentoring to other team members, as required.
- Actively contribute to opportunities for business improvements and assist in identifying customer/stakeholder interests and needs.
- Advocate and promote geospatial services and products to both internal and external stakeholders.
- Scan both internal and external environments to monitor professional trends and identify impacts on work practices.

Note: Tasks and duties of the role may change from time to time with the operations needs of the organisation.

Eligibility

Selection Criteria

1. Possess and demonstrate an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people.
2. Possess and demonstrate an ability to communicate sensitively with stakeholders including with Aboriginal and/or Torres Strait Islander people.
3. Knowledge of native title and the National Native Title Tribunal’s functions or the ability to quickly acquire this.
4. Demonstrated experience in developing system architecture, design, and best practice in the delivery of geospatial or data solutions.
5. Demonstrated experience in data management, analysis and mapping using ESRI desktop and Enterprise GIS solutions. Experience using FME and SQL Server Spatial or equivalent.
6. The ability to use leadership skills to positively influence people, promote team effectiveness and contribute to the development of strategies for the delivery of high-quality spatial services.
7. Advanced communication and interpersonal skills with the ability to facilitate cooperation between business units.
8. Substantial knowledge of Geospatial data and information associated with:

- Torrens land tenure system.
- nterpretation of historical tenure
- mining, petroleum and other land or water-based tenures
- native title

Qualifications

Relevant tertiary qualifications, or recognised equivalent, in a spatial science discipline is essential, e.g. Geographic Information Systems, Spatial Sciences, Surveying, or Land Information Systems.

How to apply

Please submit your application via the Federal Court of Australia online employment portal.

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

Notes

Eligibility

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

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

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

Diversity and Inclusion

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

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

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

Artificial Intelligence (AI) in recruitment

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

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

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

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About the National Native Title Tribunal

The National Native Title Tribunal (NNTT) is an authority established by the Native Title Act 1993 (Cth) (NTA) which has offices in four Australian States. The NNTT comprises a President and members, who are appointed by the Governor General under the NTA to make decisions, conduct inquiries, reviews, and mediations, and assist various parties. The NNTT is supported by the Native Title Registrar (Registrar), who has separate and specific functions and responsibilities to perform under the Native Title Act, including considering native title claimant applications (claims) and indigenous land use agreements (ILUAs) for registration. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence.

To Apply

Position Contact	Reagan Hull, 0429 181 569
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=5945BD3D-DEEB-9085-A812-ED4CCBB

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Vacancy VN-0772755

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Friday 02 October 2026

Strategic Communications and Engagement
Perth

Job Title	Secretariat and Policy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$102,261 - $116,870
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Predominantly working in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	APS Level 5
Position Number	13556
Agency Website	https://www.nopsema.gov.au/

Job Description

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

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

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

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

Role:

NOPSEMA's Strategic Communications and Engagement (SCE) Directorate plays a central role in the agency's stakeholder management, spanning ministerial and parliamentary engagement, policy reform, sector and community engagement, media liaison, and crisis communications. The Directorate also provides secretariat support to the NOPSEMA Advisory Board.

We are looking for a **Secretariat and Policy Officer** to provide administrative, coordination and secretariat support across the Directorate's core functions, including secretariat services to the Advisory Board and support for NOPSEMA's crisis response arrangements. This is a great opportunity for an organised, detail-focused professional to work at the heart of a regulatory agency, supporting governance processes that matter, while building experience across policy, communications and crisis management.

Why work for NOPSEMA?

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

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

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

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

Further information:

For more information and to apply for this exciting opportunity visit:

https://nopsema.bigredsky.com

Please note that the closing date for this position is **2 October 2026.**

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

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

Duties

Key Responsibilities:

- Provide high-quality secretariat support to the NOPSEMA Advisory Board, including preparing agendas and papers, taking accurate minutes, and tracking actions in line with governance requirements.
- Coordinate Advisory Board meetings end-to-end, from scheduling through to timely distribution of materials.
- Support the crisis response team when activated, helping prepare documentation, maintain records, and coordinate meetings.
- Contribute to the review of policy documents and whole-of-government initiatives as needed.
- Maintain and update NOPSEMA's records, systems and processes relevant to Strategic Communications and Engagement, including corporate record management systems.
- Build strong working relationships across the organisation to support collaboration on communications and engagement activities.

We would like to hear from you, if you have:

- Experience providing governance and secretariat support — preparing agendas and papers, coordinating meetings, taking minutes, and supporting decision-making processes.
- Administrative experience in a corporate, government or regulatory setting.
- Strong organisational skills, with the ability to juggle competing priorities, stay accurate, and meet deadlines.
- Clear, confident written and verbal communication skills, with the ability to engage a range of stakeholders professionally.
- Proficiency across Microsoft Office and collaboration tools — Outlook, Word, Excel, Teams and SharePoint.

Eligibility

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

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

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

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

This position is open to Australian citizens only.

Notes

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

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

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

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0772792

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Sunday 11 October 2026

APVMA
Office of the Executive General Counsel Strategic Policy and Departmental Liaison

Job Title	Assistant Director, Strategic Policy and Departmental Liaison
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Armidale NSW
Salary	$131,301 - $149,140
Future Merit Locations	Canberra, Armidale
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements (including working from home) are outlined under the APVMA's Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	01329
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

Are you excited about developing and implementing strategic approaches to regulatory reform? Do you enjoy working with stakeholders to develop reform proposals? Does analysing and reviewing complex policy issues, identifying emerging issues, and developing evidence-based options, bring you joy?

The APVMA’s Office of the Executive General Counsel is seeking applications for an Assistant Director, Strategic Policy and Departmental Liaison to work in a dynamic cross-disciplinary team including technical specialists and scientists to strengthen Australia's regulation of agricultural and veterinary chemicals.

Located in either Canberra ACT or regional Armidale NSW, you will gain experience in the Australian Public Service, have access to a variety of flexible working arrangements, and manage the APVMA’s contribution to, and consideration of, new and revised legislative, regulatory and policy proposals.

The Assistant Director, Strategic Policy and Departmental Liaison will operate under limited direction as part of the Reform team to develop and implement the APVMA’s strategic approach to regulatory reform. This currently includes examination of APVMA’s legislation, regulations, and policies to ensure that they are operating efficiency and effectively and remain fit for purpose and managing the ongoing consideration of the Final Report of the Independent Review of the

Pesticides and Veterinary Medicines Regulatory System in Australia. The role will take a regulatory stewardship approach to contribute to the effective and efficient operation of the national framework for agvet chemical regulation in Australia.

The successful applicant will be experienced in regulatory policy development, management, and implementation. They will have people, project management, change management and negotiation skills. They will work collegiately with a broad range of stakeholders from industry, government, and the wider community.

Duties

The Assistant Director Strategic Policy and Departmental Liaison is responsible for identifying how reforms might impact the APVMA and working with stakeholders to develop reform proposals. The Assistant Director, Reform will be responsible for:

- Undertaking strategic and regulatory policy and other reform initiatives across the APVMA, consistent with the APVMA's objectives and strategies and the APVMA Board's priorities. This may include coordinating internal proposals and settling an APVMA-wide position.
- Analysing and reviewing complex policy issues, identifying emerging issues, developing evidence-based options, and recommending and negotiating solutions to resolve problems and mitigate risks.
- Managing the APVMA's contribution to, and consideration of, new and revised legislative, regulatory and policy proposals. This includes leading negotiations on regulatory policy and reform initiatives.
- Lead the consideration and implementation of innovative regulatory practices within the bounds of existing legislation, including ensuring that the APVMA's legislative instruments are effective, efficient, and reflect modern regulatory practice.
- Providing high quality and strategic advice on strategic and regulatory policy and other reform matters, as requested by the APVMA Board or Executive.
- Developing and maintaining strong internal and external relationships to collaborate, consult, exchange information, and build consensus with key industry groups, community, other levels of government and other stakeholders to inform strategic decisions, as appropriate within the APVMA/DAFF Reporting and Cooperation Framework.
- Building, developing, and sustaining a strong team culture and capabilities. This includes supervising and developing staff.

Eligibility

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

Essential:

1. 1Demonstrated ability to develop, manage, influence and implement legislative, regulatory, and policy reform projects in a complex and sensitive environment.
2. Highly developed management skills, including the ability to foster a positive and supportive team culture, and to support the APVMA's executive leadership group.
3. Capability to work in a dynamic and busy environment, working with competing priorities and the demonstrated ability to effectively manage and prioritise the workload of a team to deliver agreed outcomes.

4. Excellent people and negotiation skills, highly developed communication skills, and the ability to work collegiately with a broad range of stakeholders from industry, government, and the wider community.
5. Demonstrated ability to solve complex problems and manage complex issues for internal and external stakeholders, particularly in the regulatory reform context.

Desirable:

- Experience working in the Australian Public Service.
- Relevant tertiary qualifications in law highly desirable, with experience in legal policy and regulatory reform well regarded.
- Experience and understanding of Parliamentary and Cabinet processes and coordination and liaison with other government departments and offices, including in the context of legislative and regulatory reform.

Notes

Please note that this role is being advertised as either ongoing or non-ongoing. If an offer of non-ongoing employment is made, the successful applicant could be employed for an initial period of up to 12 months, which may be extended in accordance with subsection 333E (1) of the Fair Work Act 2009.

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

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Hilary Anderson, +61 2 6770 2515
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

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Agriculture, Water and the Environment

Vacancy VN-0772656

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 28 September 2026

Finance & Investment
Financial Management & Investment Finance Business Partner

Job Title	Finance Business Partner
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$99,734 - $112,044
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2026/2613
Agency Website	https://www.agriculture.gov.au

Job Description

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

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

The Finance and Investment Division ensures the department remains financially sustainable, compliant and well-equipped to meet its goals. We provide expert financial advice, tools and support to help teams manage budgets, make informed decisions and use public resources responsibly. By partnering across the department, we help align financial processes with strategic priorities. We also support ministers and stakeholders with clear, accurate financial insights that drive effective policy and program delivery.

The Financial Management and Investment Branch provides expert financial support across accounting, budgeting, tax, loans and compliance. Our team offers tailored advice, training and hands-on assistance to help staff manage resources effectively and meet financial obligations. We ensure public funds are used responsibly and transparently, supporting the department's financial sustainability. By partnering with teams across the department, we help align financial practices with strategic goals and enable informed decision-making at every level.

Duties

This is where you play an important role.

As an APS 6 Finance Business Partner you will play a key role in supporting the department's financial sustainability and informed decision-making. Through timely, high-quality financial advice you will help business areas manage resources effectively, identify and manage risks and meet legislative and policy obligations. Your work strengthens financial governance and capability across the organisation, directly supporting the delivery of the department's priorities and outcomes.

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

• Provide strategic and operational financial advice and analysis on divisional or group financial performance.

• Deliver accurate, timely and value-adding financial information and independent advice to internal stakeholders, including regular financial, resource and business reporting.

• Support budget and forecast preparation, analysis and monitoring including operational and capital expenditure.

• Help identify and implement improved financial management practices while ensuring compliance with relevant legislative and policy requirements.

• Work collaboratively within the section to support a high-performing, client-focused and solutions-driven team with clear accountabilities and expected behaviours.

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

Eligibility

Who we are looking for

Knowledge and experience

Successful applicants will demonstrate:

• experience in budgeting, forecasting and financial reporting along with strong analytical skills to identify financial risks, pressures and opportunities

• an understanding of cost recovery principles and Commonwealth appropriation frameworks including departmental and administered appropriations, special appropriations and special accounts

• experience conducting complex financial analysis and providing clear, evidence-based advice to diverse stakeholders

• knowledge of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and its application to public sector financial management and accountability

• experience collaborating across an organisation including supporting stakeholders through change

• experience using financial management information systems such as SAP or TechnologyOne to support reporting and decision-making.

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Muhammad Atif, 0412 352 738
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0772746

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 01 October 2026

Finance & Investment
Funding & Revenue Business Analysis and Cost Modelling

Job Title	Director, Business Analysis and Cost Modelling
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$151,938 - $176,530
Future Merit Locations	Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 2
Position Number	2026/2655
Agency Website	https://www.agriculture.gov.au

Job Description

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

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

Our division ensures the department remains financially sustainable, compliant, and well-equipped to meet its goals. We provide expert financial advice, tools, and support to help teams manage budgets, make informed decisions, and use public resources responsibly. By partnering across the department, we help align financial processes with strategic priorities. We also support ministers and stakeholders with clear, accurate financial insights that drive effective policy and program delivery.

The **Funding and Revenue Branch** is responsible for leading and delivering cost recovery services and advice, external budgets and costing support, portfolio agency engagement on financial matters, levies policy and administration, levies compliance functions and oversee the delivery of the finance improvement strategy. Our work requires public service professionals in administrative, policy and financial roles that come together under the leadership of our directors. We are the perfect place to come if you are a policy, operational or administrative officer who is

looking to add some corporate experience to your resume. Our work is often high profile, and we get to engage directly with the department's external stakeholders including industry, representative groups, and our Minister.

Duties

This is where you play an important role.

The EL 2, Director, Business Analysis and Cost Modelling provides strategic leadership to strengthen the department’s approach to cost recovery through evidence-based business analysis, activity-based costing and cost modelling. The role oversees key deliverables, supports engagement across business areas, and drives continuous improvement in costing methods, documentation and evidence to support departmental decision-making and compliance with the Australian Government Charging Framework. The role requires strong financial and/or cost recovery acumen, sound judgement, accountability and the ability to lead multidisciplinary teams, influence senior stakeholders and deliver high-quality outcomes in a complex and dynamic operating environment.

The role will include but not limited to:

- Leading a rolling bottom-up activity-based costing program across biosecurity and other cost-recovered regulatory activities.
- Translating reviews and audit recommendations into prioritised workplans, governance actions and executive reporting.
- Enhancing costing methodologies and cost drivers and embedding robust activity-based costing practices into organisational planning, resource allocation and performance management processes.
- Analysing cost recovery processes and charging arrangements, including future AFF Portfolio Charging Reviews (PCR), to identify improvements and support ministerial and executive reporting. Building capability through standard methods, templates, data assurance and coaching for cost centre teams.
- Providing strategic advice to the CFO and senior executives on pricing, budgeting and resource allocation decisions, while leading a high-performing multidisciplinary team to deliver departmental priorities.

Eligibility

Who we are looking for

Key skills and capabilities

Our ideal candidate will have:

- Strong understanding and expertise in activity-based costing methodologies and government cost recovery frameworks, including the Australian Government Charging Framework and the Commonwealth Budget Process.
- Strong understanding Australian Government financial management, reporting requirements and the key financial challenges facing Commonwealth entities as they relate to cost recovery.

- Ability to deliver complex work and quickly develop an in-depth understanding of relevant legislation, policy frameworks and government requirements to support compliance.
- Ability to analyse current and future service requirements, including cost recovery drivers, gaps, options, challenges, risks, opportunities and service impacts.
- Proven ability to build collaborative and productive networks across the department, government, industry and portfolio agencies.
- Proven ability to identify and analyse critical and emerging issues and provide strategic advice and high-level support to the CFO, senior executives and departmental governance committees.
- Ability to manage competing priorities and strategic directions, ensuring team planning and project outcomes align with agency goals and objectives.
- Relevant accounting qualifications, including professional accreditation.

Mandatory Qualifications:

- Experience in Australian Government financial management, cost recovery policy and accounting is required.
- A CPA/CA qualification or equivalent extensive experience in accounting, is required.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Maria Loyman, Maria.Loyman@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0772723

Attorney-General's Department

Closing Date:Wednesday 30 September 2026

Information

Job Title	Solution Architect
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	$149,893 - $170,726
Future Merit Locations	Sydney, Canberra, Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 2
Position Number	0281/26_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=427E395B-7A57-C1B4-9FE6-ED4D09D559DC

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

Duties

Employment Opportunity

Information Division delivers the department's ICT infrastructure, business systems, projects and information governance across cloud and on-premises environments. The Architecture Team sets technology direction, governs architecture and enables secure, sustainable digital capabilities.

As an EL2 Solution Architect, you will lead solution design across complex initiatives and enterprise platforms. You will work with delivery partners to shape and assure solutions, resolve complex issues and provide authoritative advice to executives, governance bodies and delivery teams.

The successful applicant will:

- develop end-to-end solution architectures, options assessments, roadmaps, patterns and detailed designs
- guide the migration of legacy services to Azure, Microsoft 365 and SaaS platforms
- design and assure cloud, identity, network and security solutions, including SASE and zero-trust approaches
- direct vendors and delivery partners to meet departmental requirements and standards
- assess technical deliverables and resolve design issues through implementation
- guide the integration and governance of enterprise platforms
- manage architectural risks, dependencies and trade-offs across concurrent initiatives
- provide clear advice and build relationships that influence decisions and deliver outcomes.

How you can help us make a difference

We are seeking an experienced technology professional with strong solution architecture expertise and the leadership, judgement, and influence expected at the EL2 level. You will lead and contribute to complex solution designs, collaborate with delivery partners, resolve issues and provide clear advice to technical, business and executive stakeholders.

The successful candidate will demonstrate:

- experience leading architecture and design for complex enterprise solutions
- ability to personally produce high-quality architecture artefacts, including blueprints, designs, roadmaps, options assessments and gap analyses.
- deep knowledge of Microsoft Azure, Microsoft 365, SaaS platforms and cloud migration
- strong experience in cloud security, identity and network architecture, including SASE and zero-trust principles
- the ability to direct vendors, influence designs and assure technical deliverables
- sound judgement in balancing business, security, technical, financial and operational needs
- experience applying architecture, cybersecurity, information management and integration requirements
- ability to work across multidisciplinary teams, manage competing priorities and deliver outcomes
- highly developed communication, negotiation and influencing skills
- a collaborative approach to knowledge sharing and organisational capability building.

Other qualifications: Relevant qualifications or industry certifications are desirable. Australian Government architecture and security experience would be advantageous.

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 adjustments, please contact HR Assist at hr.assist@ag.gov.auor 02 6141 6111 (Option 2).

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.

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

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

About the Attorney-General's Department

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

To Apply

Position Contact	David Alley, (02) 6141 6641
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=427E395B-7A57-C1B4-9FE6-ED4D09

Attorney-General’s

Vacancy VN-0772732

Attorney-General's Department

Closing Date:Tuesday 29 September 2026

Job Title	Case Officers, Multiple Branch Opportunities
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$89,404 - $113,413
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 5;APS Level 6
Position Number	0282/26_AGD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=1E1CBA55-B296-945D-35FB-ED4D09EEB696

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

Duties

Employment Opportunity

The Attorney-General's Department is seeking to fill APS Level 5 and APS Level 6 vacancies for case officer roles across multiple branches within the Integrity and Security Group (ISG) and Justice and Communities Group (JSG). This recruitment process will be used to establish a merit pool of talent to fill current and future case officer vacancies across the department.

Case officers are responsible for managing individual cases under legislation, schemes, and international conventions administered by the department. This work is sensitive, time-critical and high-impact, suiting people who want to make a difference and contribute to community safety.

Performance expectations for APS Level 5 and APS Level 6 roles are available on our website.

International Cooperation Unit within ISG manages cases on:

- international crime cooperation, working with law enforcement agencies and foreign partners on extradition, mutual assistance, international transfer of prisoners, litigation and facilitating the sharing of electronic information critical to countering serious crime.
- criminal justice and national security matters, including supporting parole decisions for federal offenders, and protecting information where disclosure in court proceedings may prejudice Australia's national security.
- international family law matters, including relating to international parental child abduction and child protection, and ensuring compliance with international conventions.

These roles would suit individuals with experience and/or qualifications in law, the criminal justice system, and international relations.

Transparency Frameworks Branch within ISG manages cases on the application of the Foreign Influence Transparency Scheme Act 2018 (FITS Act), including providing strategic advice to the Secretary on the exercise enforcement powers, outreach to a diverse range of public and government stakeholders, and administration of the public register. This would suit individuals with experience and/or qualifications in law, regulatory functions, international relations and languages other than English.

Legal Assistance Branch within JCG manages cases on legal financial assistance associated with the department's administration of Commonwealth legal financial assistance schemes, including the scheme for overseas criminal matters involving the death penalty, the overseas child abduction scheme and the Afghanistan Inquiry Legal Assistance Scheme.

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

How you can help us make a difference

Our ideal candidate will:

- independently manage varied, complex cases and the ability to deliver timely outcomes in a busy environment, including to statutory deadlines and amid competing priorities
- have excellent critical analysis and problem-solving skills, including by crafting strategies to manage particularly sensitive or difficult cases
- have excellent attention to detail, and be willing to learn and adapt to changing priorities

- build positive and productive working relationships with counterparts in other agencies
- have well-developed judgement, including when engaging with public stakeholders
- be clear and concise in written and oral communications conveying complex issues
- assist to manage litigation or judicial review if required, including the drafting of court documents and instructing counsel
- demonstrate resilience when dealing with challenging subject matter, and assist in ensuring a safe and supportive working environment.

Staff may be eligible for community language allowance under the AGD Enterprise Agreement 2024, if required to use the language in the course of their work.

Some roles may involve analysing emotionally impactful and at times graphic material relating to violence, exploitation, and abuse. We design work for cultural and psychological safety through a range of strategies. If you have questions or concerns about the nature of this work, please contact Samantha McClelland.

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.

Legal qualifications and/or professional experience in casework, investigations or regulatory roles are preferred. Some positions require formal legal qualifications. For those positions, applicants must hold a degree in law from an Australian tertiary institution or comparable overseas qualification, which, in the opinion of the Secretary, is appropriate to the duties of the office, or admission in Australia as a legal practitioner. A practising certificate is not required.

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 adjustments, please contact HR Assist athr.assist@ag.gov.auor 02 6141 6111 (Option 2).

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.

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

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

About the Attorney-General's Department

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

To Apply

Position Contact	Samantha McClelland, (02) 6141 3168
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=1E1CBA55-B296-945D-35FB-ED4D09

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Attorney-General’s

Vacancy VN-0772777

Commonwealth Ombudsman

Closing Date:Thursday 01 October 2026

Defence, Investigations, ACT & Legal
Legal

Job Title	Legal Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Adelaide SA, Perth WA
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements may be negotiated
Classification	APS Level 6
Position Number	045_09/26
Agency Website	https://www.ombudsman.gov.au/

Job Description

https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4

The Defence, Investigations, ACT and Legal Branch is responsible for a range of the Office's functions and includes the Office's in-house legal team.

The Legal Team is the primary point of contact for staff who need legal assistance in undertaking their work. Additionally, the team manages Freedom of Information requests, oversees the Office's privacy obligations, manages litigation on behalf of the Office and provides training on legal issues.

Our successful candidate will:

- Ideally have experience in an in-house legal team in a government agency,orin a community legal centre, private law firm or experience managing FOI requests, internal reviews and information commissioner reviews.
- Have technical legal skills, including a demonstrated ability to provide pragmatic and practical legal advice, and ideally experience in administrative law, information law or litigation.
- Have the ability to work collaboratively in a team environment, fostering collaborative working relationships with internal and external stakeholders, liaising with them on a range of matters, assisting with their needs and managing expectations.
- Have the ability to identify risks and escalate issues to management as appropriate.

- Have the ability to analyse, interpret, and apply legislation, policies, practices, and precedents to solve complex problems, escalating as appropriate, under general direction.
- Provide support to Senior Legal Officers and Legal Directors in achieving the goals of the team and the Office.
- Have experience drafting and reviewing legislative instruments, delegations, external correspondence and guidance material relevant to the Office's functions.
- Effectively manage priorities in a fast paced team and think flexibly.

Duties

Your role will include:

- Advising on the exercise of the Ombudsman's statutory powers, including under instruments of delegation and authorisation.
- Managing FOI requests, communicating with FOI applicants, drafting decisions, and drafting submissions for OAIC review.
- Assisting with instructions and management of litigation and merits review.
- Providing advice to staff on the management of potential privacy breaches and ensuring the Office adheres to its privacy obligations.
- Undertaking legal projects including the preparation of training to staff across the Office.
- Providing clear, accurate and timely legal advice to staff across the Office, in a way that helps them to achieve results.
- Providing legal advice to Office staff on contracts, MOUs, procurement, employment, or property issues.

Eligibility

The successful candidate must:

- be admitted or eligible to be admitted to practice law in an Australian State or Territory
- be an Australian citizen
- be willing to undergo a Nationally Coordinated Criminal History Check (NCCHC)
- be able to obtain and maintain a baseline security clearance.

Notes

For questions about role, please contact:

- Amelia McCormick – Legal Director
  - amelia.mccormick@ombudsman.gov.au / 07 3307 6764
- TinYan Wong – Legal Director
  - tinyan.wong@ombudsman.gov.au / 07 3307 6758

This role may be offered on a full or part-time basis (minimum 0.6 FTE).

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

About the Commonwealth Ombudsman

About the Office The purpose of the Office of the Commonwealth Ombudsman (the Office) is to: • provide assurance that the Australia Government entities and prescribed private sector organisations that the Office oversights, act with integrity and treat people fairly, and • influence enduring systematic improvement in public administration in Australia and the Pacific region. The Office does this through handling complaints, conducting investigations, performing audits and inspections and encouraging good administration. The Office also influences improvement in public administration in the Pacific region through collaboration with partner entities. The Office is statutorily independent within the Attorney-General's portfolio with the following separate titles that describe some of our specific powers and functions: • Defence Force Ombudsman • Postal Industry Ombudsman • Overseas Students Ombudsman • Private Health Insurance Ombudsman • Immigration Ombudsman • Law Enforcement Ombudsman • VET Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

To Apply

Position Contact	See position notes, N/A
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=

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Attorney-General's

Vacancy VN-0772580

Federal Court of Australia

Closing Date:Thursday 31 December 2026

Federal Court of Australia, Federal Circuit and Family Court of Australia,
National Native Title Tribunal

Job Title	Section 26 Register Temporary/Permanent 2026
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	various locations in VIC VIC, Various locations in NSW NSW, various locations in QLD QLD, Various locations - ACT ACT, Various locations - WA WA, Various locations - NT NT, Various locations - SA SA, Various locations - TAS TAS
Salary	-
Future Merit Locations	various locations in VIC, Various locations in NSW, various locations in QLD, Various locations - ACT, Various locations - WA, Various locations - NT, Various locations - SA, Various locations - TAS
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be considered in line with operational requirements
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	0628-09-26
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

The Federal Court of Australia Entity invites expressions of interest from eligible ongoing APS employees employed outside the agency for potential transfer opportunities. Opportunities may arise across the Federal Court of Australia (FCA), the Federal Circuit and Family Court of Australia (FCFCOA), and the National Native Title Tribunal (NNTT), either on an ongoing basis (at level) or on a temporary basis (non-ongoing, at level, or through higher duties arrangements), spanning a range of classifications, roles, and business areas.

You may register your interest in opportunities aligned with your skills, qualifications and experience across classifications ranging from APS 2 to Executive Level 2 (EL2). The register provides the agency with access to suitably qualified APS employees for transfer opportunities that may arise across a diverse range of business areas and classifications.

Applicants are encouraged to express their interest in potential ongoing (at level) and temporary (non-ongoing, at level or with higher duties) transfer opportunities under section 26 of the Public Service Act 1999

Duties

How the Register Works

Your application will remain active until 31 December 2026. Applications will not be automatically carried forward beyond this date. If you wish to remain on the register after 31 December 2026, you will need to submit a new application to the FCA Section 26 Register 2027.

You may update or withdraw your application at any time.

As opportunities arise throughout the year, applications may be considered by relevant business areas to determine whether an applicant's skills, qualifications and experience align with available vacancies. Inclusion on the register does not guarantee an offer of employment. Applicants seeking ongoing (permanent) transfer opportunities are encouraged to also apply for vacancies advertised through the APS Gazette and APSJobs.

You will only be contacted if a suitable opportunity becomes available that matches your skills, experience and preferences.

Positions include but are not limited to:

Federal Court, Federal Circuit and Family Court of Australia:

- Registrars,
- Legal Case Managers,
- Associates,
- Executive Assistants,
- Court Child Experts (psychologists or social workers),
- Indigenous Family Law Liaison Officers,
- Client Service Officers,
- Senior Client Service Officers, and
- Court Officers.

National Native Title Tribunal:

- Legal Support,
- Alternative Dispute Resolution,
- Geospatial Services,
- Future Acts,
- Applications & Registrations, and
- Support & Special Projects.

Corporate Services:

- People and Culture,
- Finance,
- Risk Management,
- Information Technology,
- Property and Procurement,
- Information Management,
- Security,
- Communications, and
- Library

Eligibility

Application requirements

To apply please complete the application form on the Courts Careers Portal.

Our online application form will ask you to:

- Indicate the classification level(s) you are interested in, from **APS Level 2 through to Executive Level 2 (EL2)**, based on your skills and experience.
- Nominate your preferred work location(s), including region and specific location, in the free-text field.
- Upload a current résumé/CV outlining your most recent employment history and relevant experience.
- Provide referee details. Referee reports may be requested if a suitable opportunity becomes available and your application progresses for consideration.
- Advise of any reasonable adjustments you may require participating in the recruitment process so we can provide appropriate support.

Notes

Eligibility

You must be an ongoing APS employee to apply.

If you are offered a temporary section 26 transfer, your home agency is required to agree to your release.

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

- Australian citizenship – the successful applicant must hold Australian citizenship.

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

If you are currently subject to, or have previously been subject to, a disciplinary process or Code of Conduct investigation by any employer, you must disclose this as part of your application.

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

About the Federal Court of Australia

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

To Apply

Position Contact	Recruitment, N/A
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General’s

Vacancy VN-0772582

Federal Court of Australia

Closing Date:Thursday 31 December 2026

Federal Court of Australia, Federal Circuit and Family Court of Australia,
National Native Title Tribunal

Job Title	First Nations Temporary Employment Register 2026
Job Type	Full-Time;Part-Time;Casual, Non-Ongoing
Location	various locations in VIC VIC, Various locations in NSW NSW, various locations in QLD QLD, Various locations - ACT ACT, Various locations - WA WA, Various locations - NT NT, Various locations - SA SA, Various locations - TAS TAS
Salary	-
Future Merit Locations	various locations in VIC, Various locations in NSW, various locations in QLD, Various locations - ACT, Various locations - WA, Various locations - NT, Various locations - SA, Various locations - TAS
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be considered in line with operational requirements
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	0629-09-26
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

We acknowledge the Traditional Custodians of Country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

The Federal Court of Australia Entity is committed to increasing Aboriginal and Torres Strait Islander representation across our workforce and creating a culturally safe, inclusive and supportive workplace.

We invite Aboriginal and Torres Strait Islander people to register their interest in employment opportunities across the Federal Court of Australia (FCA), the Federal Circuit and Family Court of Australia (FCFCOA), and the National Native Title Tribunal (NNTT).

This register will be used to fill a range of vacancies, both ongoing and non-ongoing, across classifications from APS Level 2 through to Executive Level 2 (EL2) in locations throughout Australia.

The Federal Court of Australia Entity may fill vacancies using the **Affirmative Measure - Aboriginal and Torres Strait Islander Employment** provision under section 31 of the Australian Public Service Commissioner's Directions 2022. This affirmative measure enables agencies to recruit Aboriginal and Torres Strait Islander people to identified positions to improve First Nations representation in the APS.

Duties

Why join us?

The Federal Court of Australia Entity plays an important role in Australia's justice system and is committed to advancing reconciliation through its Reflect Reconciliation Action Plan and broader initiatives that support Aboriginal and Torres Strait Islander peoples, cultures and communities.

Opportunities may be available in areas including:

Federal Court, Federal Circuit and Family Court of Australia

- Registrars
- Legal Case Managers
- Associates
- Executive Assistants
- Indigenous Family Law Liaison Officers
- Client Service Officers
- Court Officers
- Court Child Experts (psychologists and social workers)

National Native Title Tribunal

- Legal Support
- Alternative Dispute Resolution
- Geospatial Services
- Future Acts
- Applications and Registrations
- Support and Special Projects

Corporate Services

- People and Culture
- Finance
- Information Technology
- Communications
- Property and Procurement
- Information Management
- Security

- Library Services
- Risk Management

How the Register Works

Your application will remain active until **31 December 2026**. Applications will not be automatically carried forward beyond this date. If you wish to remain on the register after 31 December 2026, you will need to submit a new application to the **First Nations Temporary Employment Register 2027.**

As vacancies arise, hiring areas may review applications to identify candidates whose skills, qualifications and experience align with available opportunities. Inclusion on the register does not guarantee an offer of employment.

You may update or withdraw your application at any time.

Only applicants whose skills and experience match a vacancy will be contacted.

How to Apply

To apply please complete the application form on the Courts Careers Page.

As part of your application you will be asked to:

- Indicate the classification level(s) of interest from APS 2 to EL2.
- Nominate your preferred work location(s).
- Upload a current résumé or CV.
- Provide referee details.
- Advise of any reasonable adjustments required during the recruitment process.

Eligibility

To be eligible for opportunities filled under the **Affirmative Measure - Aboriginal and Torres Strait Islander Employment** provision, applicants must:

- be of Aboriginal and/or Torres Strait Islander descent; and
- identify as Aboriginal and/or Torres Strait Islander; and
- be accepted by their community as being Aboriginal and/or Torres Strait Islander.

Applicants will be required to provide confirmation of heritage if they are being considered for a vacancy filled under the affirmative measure provisions.

Suitable evidence includes:

- a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or
- a confirmation of Aboriginal and/or Torres Strait Islander descent document executed by an Indigenous organisation.

See Confirmation of heritage

Notes

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

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

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

About the Federal Court of Australia

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

To Apply

Position Contact	Recruitment, N/A
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

Attorney-General's

Vacancy VN-0772608

Office of the Inspector-General of Intelligence and Security

Closing Date:Sunday 27 September 2026

Job Title	Executive Support Officer
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$103,652 - $116,482
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	Office-based, Canberra
Classification	APS Level 6
Position Number	0279/26_OIGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description

https://agcareers.nga.net.au/?jati=779B5712-4F08-6FB4-6427-ED4BDE981C37

Who are we?

The Office of the Inspector-General of Intelligence and Security (IGIS) is central to the independent oversight of the Australian intelligence and security agencies. The Inspector-General is an independent statutory office holder with oversight of the activities of Australia's intelligence and security agencies to ensure they act legally and with propriety, comply with ministerial guidelines and directives, and respect human rights. The work of the Inspector-General and his staff provides assurance to ministers, the parliament and the public that these agencies are using their powers as intended. The Inspector-General of Intelligence and Security Act 1986 provides that the IGIS has jurisdiction over the following agencies that make up the national intelligence community:

- Office of National Intelligence (ONI)
- Australian Security Intelligence Organisation (ASIO)
- Australian Secret Intelligence Service (ASIS)
- Australian Signals Directorate (ASD)
- Australian Geospatial-Intelligence Organisation (AGO)

- Defence Intelligence Organisation (DIO)
- Australian Criminal Intelligence Commission (ACIC)
- Australian Federal Police (intelligence functions only)
- AUSTRAC (intelligence functions only)
- Department of Home Affairs (intelligence functions only)

This is a pivotal time for our agency, as our jurisdiction has recently grown and we are looking to expand our capacity to meet this new environment. There are significant opportunities to demonstrate and develop professional skills and leadership within the legal function of the agency.

We are a small portfolio agency, proud of our contribution to the national interest. We recognise that our people are our greatest asset – we recruit and retain highly capable, motivated professionals with high levels of integrity and personal drive; and we invest in, and value, their development. Further, we offer a rewarding, positive, and inclusive environment, empowering staff to work flexibly in their contribution to the achievement of agency goals.

Duties

The Opportunity

The Office of the Inspector-General of Intelligence and Security (IGIS) is seeking a highly capable and proactive Executive Support Officer (APS6) to provide high-level executive and administrative support to senior leaders across the organisation.

Supporting the Assistant Inspector-General, Legal and Assurance, the Assistant Inspector-General, Agency Oversight, and the Executive Director, Enterprise Management Unit, this role operates in a complex and sensitive environment and makes a significant contribution to the effective functioning of the office.

Working with a high degree of independence, the Executive Support Officer exercises judgement, manages competing priorities, coordinates workflows, and provides strategic administrative support to senior executives. The role requires the ability to anticipate issues, manage risks, develop solutions, and build productive working relationships across the organisation.

Please note, this position is Canberra-based with opportunity to negotiate flexible working arrangements, including hybrid working arrangements; however, the majority of the work will need to be conducted at the Canberra office.

Key responsibilities of Executive Support Officer include:

- Providing high-level executive and administrative support to senior executives, ensuring the effective management of priorities, commitments and competing demands.
- Managing complex calendars, correspondence, inboxes and workflow activities, exercising judgement to prioritise work and escalate matters appropriately.

- Coordinating and monitoring business area taskings, deliverables and deadlines, including the development and maintenance of tracking and reporting mechanisms.
- Preparing, reviewing and coordinating high-quality briefs, correspondence, submissions, meeting papers and other executive documentation.
- Analysing information and identifying issues, risks and interdependencies that may impact business outcomes, and providing recommendations to support decision-making.
- Coordinating governance and reporting activities, ensuring compliance with organisational policies, procedures and timeframes.
- Acting as a central point of coordination between executives and internal and external stakeholders, facilitating the timely flow of information.
- Building and maintaining productive working relationships with stakeholders across the organisation and with internal and external stakeholders.
- Anticipating executive requirements and proactively identifying opportunities to improve processes, workflow management and business practices.
- Exercising discretion and sound judgement when managing sensitive or classified information.
- Taking responsibility for the delivery of work outcomes, resolving complex issues independently and contributing to the achievement of organisational objectives.

To be successful in this role you will have:

- A positive attitude, energy and commitment to the objectives of the OIGIS.
- A desire to work in a productive, values-driven organisation and to achieve results
- A collaborative and respectful approach to all aspects of your work
- Strong attention to detail and a commitment to delivering high-quality outcomes.
- Demonstrated resilience, adaptability and professionalism in a dynamic operating environment.

Essential skills

- Demonstrated ability to provide high-level executive support in a complex and fast-paced environment.
- Strong organisational skills and the ability to coordinate multiple tasks and competing priorities while meeting deadlines.
- Analysis, problem-solving and decision-making.
- Demonstrated ability to identify issues, assess risks, solve problems and implement practical solutions.
- Strong stakeholder engagement skills and the ability to establish and maintain productive working relationships with people at all levels.
- Experience coordinating business processes, governance activities and executive taskings.
- Excellent communication skills, including the ability to prepare clear, accurate and professional written documentation.
- Proven ability to exercise judgement and initiative, and work independently under limited direction.
- Demonstrated proficiency in Microsoft 365 and office management systems.
- Experience handling sensitive and classified information with direction and professionalism.

Desirable skills

- Experience supporting SES (Senior Executive Service), Senior Executives or equivalent leaders.
- Experience working within the Australian Public Service.

- Sound knowledge of Australian Public Service (APS) governance, policies, procedures and administrative frameworks, or the ability to quickly acquire such knowledge.
- Experience working in a national security, intelligence, oversight, integrity or regulatory environments.
- Understanding of relevant legislative, regulatory or policy frameworks.
- Experience improving administrative processes, systems or operating practices.

Eligibility

Security, suitability and integrity requirements

- Citizenship - you must be an Australian citizen
- Employment Suitability Assessment (ESA)– appointment to our Office depends on the outcome of an ESA
- Security Clearance – appointment and ongoing employment at the Office are subject to a Positive Vetting/Privileged Access clearance being granted and maintained. You must be willing to undergo a security clearance vetting process at the Top-Secret Positive Vetting/Privileged Access clearance level and must be willing to fully cooperate in the assessment process, including the timely provision of information and documentary evidence. Security vetting may take many months to complete and requires candidates to provide significant personal information to the vetting authority.

Positions at IGIS are positions of trust. In addition to the above, all IGIS staff are required to make annual conflict of interest declarations to support the independence and integrity of the Office.

The successful candidate must be located in Canberra or willing to relocate. The IGIS offers relocation assistance to new employees relocating to Canberra from interstate.

Notes

How to apply

Applicants must be submitted through IGIS Recruitment Portal on our website by 11:30pm AEST on the closing date.

NOTE: All applications must be provided at the OFFICIAL level. Classified applications will not be accepted.

As part of your application you will need to provide:

- your current resume;
- contact details of two referees (one of these must be your current supervisor/manager)
- a written statement explaining why you are interested in IGIS and how your education, skills, knowledge and experience make you suitable for the position (maximum 750 words)

When framing your response, you should also refer to the Integrated Leadership System (ILS) and the capabilities required to be successful at the APS Level 6. Information about the ILS is available on the Australian Public Service Commission website.

About the Office of the Inspector-General of Intelligence and Security

The Inspector-General of Intelligence and Security is an independent statutory office holder who reviews the activities of six intelligence agencies within IGIS jurisdiction: • Australian Security Intelligence Organisation - ASIO • Australian Secret Intelligence Service - ASIS • Australian Signals Directorate - ASD • Australian Geospatial-Intelligence Organisation – AGO • Defence Intelligence Organisation - DIO • Office of National Intelligence - ONI The purpose of this review is to ensure that these agencies act legally and with propriety, comply with ministerial guidelines and directives and respect human rights. The functions of the Inspector-General are prescribed under sections 8, 9 and 9A of the Inspector-General of Intelligence and Security Act 1986 (Comlaw). The Inspector-General can undertake a formal inquiry into the activities of an agency in response to a complaint or a reference from a minister. The Inspector-General can also act independently to initiate inquiries and conducts regular inspections and monitoring of agency activities. In conducting an inquiry, the Inspector-General has significant powers which include requiring the attendance of witnesses, taking sworn evidence, copying and retention of documents and entry into the premises of an agency within jurisdiction. The Inspector-General can also conduct preliminary inquiries into matters in order to decide whether to initiate a full inquiry.

To Apply

Position Contact	OIGIS Recruitment, (02) 6141 4490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=779B5712-4F08-6FB4-6427-ED4BDE9

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Defence

Vacancy VN-0772028

Department of Defence

Closing Date:Monday 28 September 2026

Naval Shipbuilding and Sustainment Group
Patrol Boats and Specialist Ships

Job Title	Contract Management Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,733 - $112,431
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/04772/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4B204922-93CD-FC4D-3723-ED4BA42E999C

Duties

The Role

As the APS 6 Contract Management Officer, you will be accountable under broad direction to perform and achieve complex contracting work within an integrated workforce. You will currently have or the ability to quickly attain, knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

You will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of your work. You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. You will provide detailed contracting technical, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

You will be accountable to set work priorities and manage workflows, and be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit.

As the APS6 Contracting Officer, you 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 stakeholder needs and expectations to achieve work unit and Defence outcomes. You will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

Landing Craft Branch is accountable for acquisitions under the LAND8710 Program, including LAND8710-1 Landing Craft – Medium (LC-M), LAND8710-1B Amphibious Vehicle – Logistics (AV-L) and LAND8710-2 Landing Craft – Heavy (LC-H).

The Program Management Office (PMO) embedded within the branch is responsible for oversite and support across the LAND8710 program. The PMO is made up of professionals from various disciplines and comprises highly skilled and motivated Australian Public Service, ADF and contracted personnel.

Our Ideal Candidate

As the APS 6 Contracting Management Officer, your duties will include, but not be limited to:

- Accountable for providing advice and support to procurement planning, tender and contract formation, and contract management activities while ensuring compliance with legislation, procurement policies, processes and procedures.
- Provide guidance, advice and services during the procurement lifecycle on contracting activities including coordination of legal and financial services.
- Draft and review contracting correspondence including complex, commercially sensitive reports, submissions, contract change proposals and other documents as required.
- Understand and provide advice on commercial risk, legal principles and contractual performance requirements.
- Work collaboratively with supervisor, stakeholders and subject matter experts to resolve complex contracting problems.
- Build, sustain and encourage productive relationships with team members and actively participate in team work and group activities.
- Analyse risks and develop mitigation strategies for the risks associated with procurement and contracting activities, contract performance, and compliance with legislative and policy frameworks.
- Apply the Commonwealth Procurement Framework to complex commercial issues and recommend solutions to meet business objectives.
- A deep understanding of the Defence Capability System (DCS) and Defence Commercial Framework.
- Commitment to the APS Values and APS Code of Conduct.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Tracy Best, 02 5109 6007
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4B204922-93CD-FC4D-3723-ED

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Defence

Vacancy VN-0772122

Department of Defence

Closing Date:Sunday 04 October 2026

Capability Acquisition and sustainment Group
Industry Engagement

Job Title	Assistant Director - Industry Intelligence Capability Systems
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brindabella Business Park ACT, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$124,393 - $140,315
Future Merit Locations	Adelaide, Brindabella Business Park, Brisbane, Darwin, Hobart, Melbourne, Perth, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	Executive Level 1
Position Number	CASG/04747/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A6329B23-4F0A-933E-37CC-ED37DCC0B8F2

Duties

The Role

The Assistant Director, Industry Intelligence Capability Systems leads the delivery, enhancement and governance of systems and capabilities that support Defence's Industry Intelligence function. The role is responsible for ensuring intelligence and information management systems are aligned to business needs and support the effective collection, analysis and dissemination of information to inform decision-making.

Working collaboratively with stakeholders across Defence and government, the successful candidate will lead capability improvement initiatives, manage system enhancements, and contribute to information management and data governance activities. The role requires strong leadership, stakeholder engagement and strategic thinking skills, together with an interest in information systems, data capabilities and emerging technologies.

The successful candidate will be able to translate business requirements into practical capability solutions and identify opportunities to leverage technology, analytics and innovation to improve organisational outcomes.

About our Team

The Industrial Intelligence Capability (IIC) is a Defence-wide capability that provides industry capability and capacity insights, market intelligence, supply chain analysis and data-driven products to support Defence decision-making and enable speed to capability.

The IIC is responsible for developing a deeper understanding of Australia's defence industry landscape, including emerging risks, opportunities and sovereign industrial priorities. Through a range of analytical products and services, the capability supports Defence's strategic planning, procurement and industry engagement activities. The IIC Systems team manages and supports the systems that underpin these functions.

The team is responsible for system administration, user support, data integrity, information management and continuous improvement activities, ensuring Defence personnel have reliable access to high-quality industry intelligence and analytical capabilities. The team works closely with business stakeholders to enhance capabilities and identify opportunities for innovation and technology-enabled outcomes.

Our Ideal Candidate

Our ideal candidate is a collaborative and forward-thinking leader with experience working in information, intelligence, data, or capability management environments. They will have strong stakeholder engagement and communication skills, sound judgement, and the ability to work across business and technical domains to deliver practical outcomes.

The successful candidate will be comfortable leading capability improvement initiatives, managing competing priorities, and translating complex business requirements into effective system and process solutions. They will demonstrate an interest in information systems, data management, analytics, and emerging technologies, and be motivated to identify opportunities to improve the way Defence accesses, manages and uses industry intelligence.

Experience working in government, regulatory, intelligence or similarly complex environments will be highly regarded.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Chris Burritt, 02 5133 3091
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A6329B23-4F0A-933E-37CC-ED

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Defence

Vacancy VN-0772223

Department of Defence

Closing Date:Sunday 20 September 2026

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Technical Officer
Job Type	Full-Time, Ongoing
Location	Monegeetta VIC, Southbank VIC
Salary	$89,841 - $96,829
Future Merit Locations	Monegeetta, Southbank
Office Arrangement	Hybrid
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/04956/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=ED656002-BEC6-2C14-57AC-ED388AF5935D

Duties

The Role

The Technical Officer contributes technical advice or test services within a small team and ensures that the capability being supported is safe, fit for purpose and environmentally compliant by providing timely and accurate technical advice to key stakeholders.

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

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

More information about our projects can be found on our website:
https://www.defence.gov.au/projects#land

About our Team

Land Systems Division's (LSD) mission is to acquire and support capability that enables the ADF to generate and sustain deployable Land power for an integrated force, in peace and war. We aim to be agile, innovative and outcomes-focussed as we collaborate closely with the Services and industry to deliver the latest equipment to maximise ADF performance.

The Land Engineering Agency (LEA), as part of CASG, supports various Projects and Systems Program Offices (SPO) to ensure successful technical outcomes of Defence acquisition and in-service support of land materiel. LEA provides services in engineering, testing, design and development, technical data and configuration management across the Defence Capability Life Cycle.

LSD is dedicated to providing staff with an inclusive and healthy work-life environment, and we will invest in your ongoing professional development to ensure your work with us is deeply rewarding.

Our Ideal Candidate

The ideal person for this role will be a Technical Officer capable of providing maintenance and support advice or testing services to Australian Defence Force capability systems. Candidates are sought from across all disciplines/specialties, in particular: Electrical/Electronics, Mechanical/Materials, Mechatronics, Automotive, Communications, Systems Engineering, Textiles, Biomedical, Chemical, Aerospace, Weapons, Petroleum Operations, Mechanical Drafting, Test and Evaluation and Reliability Engineering.

The successful candidate will:

- Meet the mandatory qualifications in relevant technical domain or relevant skills
- Have experience working as a technical officer with a proven track record of contributing to technical outcomes, including investigating and exposing risks, analysing and reporting on technical issues, requirements, and develop and implement recommendations and advice
- Build and sustain positive relationships with team members, actively participate in team work
- Have sound written and oral communication skills
- Have experience working within a Technical Regulatory Framework (or similar).

Eligibility

Security Clearance

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

Mandatory Qualifications

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 5 qualification, in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Yvonne Berger, 03 8531 6794
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ED656002-BEC6-2C14-57AC-ED

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Defence

Vacancy VN-0772474

Department of Defence

Closing Date:Sunday 27 September 2026

Defence Science and Technology Group
Human and Decision Sciences

Job Title	Operational Analysis & Simulation
Job Type	Full-Time, Ongoing
Location	Edinburgh SA, Eveleigh NSW, Fairbairn ACT, Fishermans Bend VIC
Salary	$124,393 - $140,315
Future Merit Locations	Edinburgh, Eveleigh, Fairbairn, Fishermans Bend
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 1
Position Number	DSTG/04926/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7C705D28-B976-49E7-2AD9-ED4B29F06DE9

Duties

The Role

Senior Simulation Operations Analyst (Fishermans Bend): The Senior Simulation Operations analyst (S&T5) leads and conducts Defence Operation Analysis studies in order to; analyse Defence capabilities in the context of specific scenarios, and to develop integrated concepts of operation and associated tactics. The role involves stakeholder engagement; study planning, coordination, and execution; and associated modelling and simulation, including the research and application of advanced modelling and analysis techniques. PV preferred, NV2 minimum.

Analytical Combat Simulation (Edinburgh): The Simulation Modelling Execution Lead (S&T5), you will lead complex combat simulation studies that assess future military capabilities, provide evidence to support defence decisions, collaborate with the IS&T eco-system, and enhance simulation capabilities to improve study speed, accuracy, and tactical realism. NV1 minimal, PV is preferred.

Campaign Analysis (Edinburgh/Eveleigh): The Senior Analytical Campaign Operations Analyst has experience in analytical campaigns, with a strong understanding of their role, principles and execution in addressing complex problems. This analyst will lead and deliver elements of

analytical campaigns, integrating multiple Operations Research methods to examine complex problems from different perspectives building an evidence-base to support key decisions. NV1 minimal, PV is preferred.

Wargame Analysis (Edinburgh/Fairbairn): As a Senior Operations Analyst in Wargaming Analysis you will develop and shape complex Judgement Based OR studies with a focus on analysis of wargames within a Defence context. In this you will lead tasks and be accountable for the delivery of outcomes, for example Data Capture Management Plans (DCMPs) for wargames, other data elicitation studies, and team work. Your role will include managing stakeholder relationships to ensure studies undertaken have high impact. Advance our Wargame Analysis capability through research and engagement with the broader eco-system.

NV1 minimal, PV is preferred.

Senior Mathematical Modelling Scientist (Fairburn): As a Senior Mathematical Modelling Scientist you will draw upon mathematical formulations from complex systems theory and apply them to complex ADF organisational systems to shape the development of modelling and simulation that aspires to represent such systems and the non-linearities and interactions within them and in their environment and other partnering or competing organisations. The role includes ADF engagement using social participatory modelling processes in order to build analytical tools that can deliver outcomes. PV preferred, NV2 minimum.

About our Team

The Human and Decision Sciences Division (HADS) provides science-based advice to help Defence make better decisions and improve warfighter performance in complex situations. We do this through operations research and studies in human and social sciences.

Our Ideal Candidate

Our ideal candidate is flexible and able to quickly adapt to new and unpredicted circumstances, changing plans as required to navigate of overcome unanticipated obstacles. You are a candidate who is highly motivated and able to work effectively in a multi-disciplinary team and create a collaborative culture where all staff make an effective contribution to the team outcomes. You have a strong interest and/or experience in wargaming and knowledge and experience in Operations Analysis with a proactive approach to adapting and applying qualitative analysis techniques.

You have experience developing, leading and delivering multi-year programs of analysis activities and a demonstrated ability to lead and conduct complex operations analysis studies including planning, managing a study team, execution and reporting. You have excellent communication skills, the ability to convey complex information, and can collaborate with a wider range of internal and external stakeholders across DSTG, industry universities and overseas partners.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The S&T5/EL1 position requires:

- academic qualifications in one or more of the following related fields of research; or
- relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 35 – Commerce & Management Services

3503 Business Systems in Context

Division 44 – Human Society

4401 Anthropology

4408 Political Science

4410 Sociology

Division 46 – Information & Computing Sciences

4602 Artificial Intelligence

4606 Distributed Computing & Systems Software

4609 Information Systems

Division 49 – Mathematical Sciences

4901 Applied Mathematics

4903 Numerical & Computational Mathematics

4905 Statistics

Division 52 – Psychology

5204 Cognitive & Computational Psychology

Notes

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To Apply

Position Contact	Fred Bowden, 08 7375 0736
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7C705D28-B976-49E7-2AD9-ED

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Defence

Vacancy VN-0772475

Department of Defence

Closing Date:Sunday 27 September 2026

Defence Intelligence Group
Intelligence Capability Division

Job Title	Intelligence Assessment Analyst
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$99,733 - $112,431
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	DIG/05173/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=F4D6B9A6-9F47-56CC-7EE4-ED4B2AA48022

Duties

The Role

An APS 6 Intelligence Assessment Analyst contributes to Defence's decision advantage by delivering timely, accurate, and evidence-based analysis that supports strategic decision-making. Working within a highly secure environment, the role integrates intelligence, research and information from multiple sources to assess emerging risks, vulnerabilities, and issues that may affect Defence capability, resilience, and preparedness.

Operating with a high degree of autonomy, the successful applicant will apply intelligence tradecraft, critical thinking and professional judgement to complex and often ambiguous challenges. They will produce high-quality assessments, briefs, and advice for senior decision-makers while contributing to the development of an emerging analytical capability supporting Defence's future operating environment and capability delivery mission.

Key Requirements:

- Deliver high-quality written intelligence and analytical products.
- Apply structured analytical techniques to complex problems.
- Communicate insights clearly to senior stakeholders.

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

About our Team

This position sits within Defence Intelligence Group (DIG). The team supports Defence's mission outlined under the National Defence Strategy. You will join a blended multidisciplinary team of APS, ADF, and Contractor employees working on complex national security, capability, and strategic challenges.

The team combines expertise in intelligence, strategic assessment, preparedness, and capability assurance to provide decision support to Defence and its operations. We value intellectual curiosity, analytical rigour and collaboration, and encourage continuous learning and professional growth.

This role offers a unique opportunity to help shape an emerging function supporting the future of Defence while contributing to Defence's ability to deliver effective capabilities to the warfighter.

Our Ideal Candidate

- Intelligence analysis and assessment.
- Application of structured analytical techniques and intelligence tradecraft.
- Production of intelligence assessments, executive briefs, support products.
- Integration of classified and open-source information.
- Experience using or the ability to gain the knowledge to use intelligence, analytical, research or data platforms.
- A STEM background, or otherwise sufficient understanding of modern technology concepts.
- Experience or the ability to gain the knowledge using the Commonwealth Procurement Principles.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Name Withheld, 02 6246 8850
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F4D6B9A6-9F47-56CC-7EE4-ED

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Defence

Vacancy VN-0772477

Department of Defence

Closing Date:Sunday 27 September 2026

Strategy Policy & International
SP&I Executive

Job Title	Policy, Program and Project Assistant Directors
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$124,393 - $140,315
Future Merit Locations	Russell
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	Executive Level 1
Position Number	SPI/05183/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=ED8BC436-B996-7213-D2B3-ED4B2ABC3595

Duties

The Role

Strategy, Policy and International Group is seeking high-performing and motivated EL1 Assistant Directors to fill current and anticipated vacancies across the group. As an EL 1 Assistant Director, you will lead teams and deliver complex policy outcomes that support Defence's strategic objectives and Australia's national interests. Working with a considerable degree of independence, you will contribute to the development, implementation and review of policy, strategy and engagement initiatives in a dynamic and complex environment.

You will be responsible for leading policy development, shaping advice for decision-makers, managing projects and work programs, and supporting the delivery of Defence priorities. You will work closely with stakeholders across Defence, government agencies and external organisations to build partnerships, coordinate activities and deliver outcomes. Successful candidates will demonstrate strong judgement, initiative and the ability to manage competing priorities while maintaining a focus on high-quality outcomes.

Key Responsibilities:

- Leading the development, coordination and implementation of complex policy and engagement activities.

- Providing expert advice and recommendations to support strategic decision-making.
- Preparing high-quality briefs, submissions, correspondence and other products for senior leaders.
- Conducting research, analysis and strategic assessments on emerging policy issues and trends.
- Managing projects, programs and work priorities to achieve business outcomes.
- Building and maintaining productive relationships with internal and external stakeholders.
- Coordinating responses to complex issues and contributing to policy development and implementation.
- Supporting organisational improvement initiatives and promoting continuous improvement.
- Leading, mentoring and developing team members to foster a high-performing and collaborative culture.

About our Team

Strategy, Policy and International Group is a fully integrated civilian-military workforce, bringing together highly capable people from diverse backgrounds, experiences and disciplines who embody Defence and Australian Public Service values.

We offer flexible working arrangements and a range of formal and informal professional development opportunities. Our people work on complex policy and national security issues that have a direct impact on Australia's strategic interests and international relationships.

Working within Strategy, Policy and International Group provides opportunities to contribute to matters of national significance while developing expertise across a broad range of policy, strategy and engagement functions. We value professional growth, collaboration and mobility across teams and areas of responsibility.

Our Ideal Candidate

We are seeking motivated, collaborative and outcomes-focused leaders to contribute to the group’s strategic objectives.

Successful applicants will demonstrate:

- Strong analytical, research and problem-solving skills.
- Experience leading teams and managing the delivery of complex work.
- Sound judgement and the ability to make decisions in a dynamic environment.
- Excellent written and verbal communication skills.
- Strong stakeholder engagement and relationship management capabilities.
- The ability to influence outcomes and work collaboratively across organisational boundaries.
- Experience managing projects, programs or policy initiatives.
- Resilience, adaptability and the ability to manage competing priorities.
- A commitment to professionalism, accountability and continuous improvement.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	SP&I Workforce Management, spi.workforce@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ED8BC436-B996-7213-D2B3-ED

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Defence

Vacancy VN-0772482

Department of Defence

Closing Date:Sunday 11 October 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Unit Resource & Information Management Officer
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	$81,868 - $89,377
Future Merit Locations	Townsville
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 4
Position Number	JCG/04991/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=21946999-C79E-7847-4061-ED4B2B5D04A4

Duties

The Role

Information and Records Management

Perform the role of unit Objective Workgroup Coordinator. This includes staff training, acting as the Helpdesk, managing information files and the structure. You will coordinate and maintain classified information material in accordance with policy requirements. This includes drafting Routine Orders, distribute information updates, manage mail, coordinate staff march-in and march-out procedures, and ensure Unit databases nominal roles are updated.

Unit Resource Management

Manage the Unit held equipment and their accounts, including Mobile Phones, ICT equipment and, raise maintenance notifications as required. You will manage all Unit held equipment and stores, such as stationery and cleaning consumables. You will act as unit Transport Manager including monitoring fuel cards, servicing, maintenance, repair/replacement and databases management.

With the Business Support Officer manage procurement of equipment, training and hospitality in support of Unit requirements.

About our Team

Joint Logistics Units - North Queensland (JLU-NQ) offers a unique opportunity to be part of a highly professional team of military and civilian personnel supporting Defence operations across one of Australia's largest and most diverse regions.

Based in modern facilities in Townsville and Cairns, JLU-NQ delivers critical logistics services including warehousing, distribution and equipment maintenance. Serving an area from Rockhampton to Thursday Island and west to Mount Isa, the unit provides vital support to Defence personnel across North Queensland.

As one of seven Joint Logistics Units nationwide, JLU-NQ combines skilled people, modern resources and strong industry partnerships to deliver logistics excellence. Join a team that makes a direct contribution to Defence capability while developing your skills in a dynamic and rewarding environment.

Our Ideal Candidate

We are looking for an experienced administrator with experience in records and information management, using and maintaining electronic record systems and acting as a "help desk" for the Unit. In addition you will have experience in maintaining Unit resources, purchasing and auditing eg stationary requirements. You will also have experience in fleet management including fuel cards and maintenance scheduling.

Eligibility

Security Clearance:

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

Notes

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

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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	Kate McLeod, 0476 074 588
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=21946999-C79E-7847-4061-ED4

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Defence

Vacancy VN-0772500

Department of Defence

Closing Date:Sunday 27 September 2026

ARMY
Aviation Command

Job Title	Aviation Safety Manger
Job Type	Full-Time, Ongoing
Location	Oakey QLD
Salary	$89,841 - $96,829
Future Merit Locations	Oakey
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 5
Position Number	ARMY/04761/26
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=5CECB947-369D-5EE1-A4C2-ED4B2E03F470*

Duties

The Role

The Aviation Safety Manager APS 5 is accountable under broad direction to undertake complex aviation safety activities. They will work within a framework of legislation, established principles, work practices and procedures in accordance with Defence's mission and business objectives. They will work with independence having the authority and discretion to investigate and gather information from diverse sources and explore new ideas and different viewpoints to support the longer-term business objectives.

An APS 5 Aviation Safety Manager, will apply initiative and experience to analyse, plan, review and adjust priorities. They will undertake objective, systematic analysis and draw accurate conclusions based on evidence along with detailed technical, operational, professional and procedural advice in relation to complex problems.

About our Team

The Army Aviation Training Centre (AAVNTC) Work Health & Safety Advisor supports the Commandant Army Aviation Training Centre (COMDT AAVNTC) in the planning and delivery of safe and sustainable training across the training centre.

Our Ideal Candidate

Our ideal candidate will be able to do the following:

- Accountable for research and analysis activities to identify and address aviation safety risks to capability.
- Promote aviation safety across the training centre.
- Provide advice on the application of aviation safety legislation and Defence policies.
- Contribute to implementation and continuous improvement of aviation safety management systems in accordance with legislation and Defence policies.
- Engage with internal and external stakeholders on complex and sensitive issues.
- Work collaboratively with stakeholders and subject matter experts.
- Resolve problems using professional expertise, taking the initiative to identify alternative courses of action and implications for aviation safety activities.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	MAJ Craig Truscott, 07 7514 5517
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5CECB947-369D-5EE1-A4C2-EI

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Defence

Vacancy VN-0772508

Department of Defence

Closing Date:Monday 28 September 2026

Defence Finance Group
Financial Performance & Management

Job Title	Capability Costing Analyst
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT
Salary	$99,733 - $112,431
Future Merit Locations	Adelaide, Canberra
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	DFG/05193/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B64AE637-3B1D-A69F-E9D4-ED4B657CCC9A

Duties

The Role

The Capability Costing Branch (CCB) within Defence Finance Group (DFG) provides independent and contestable financial analysis and assurance to Government on Capability Submissions. We work in partnership with the Defence community to drive better practice and transform costing.

We need people who are curious, adaptable and motivated by complex, real world problems rather than predictable routines. Your analysis will help inform Government decisions on major capability investments such as helicopters, ships, satellites and complex ICT systems.

This is not a role defined by monthly reporting cycles or predictability; instead, it rewards flexible thinking, intellectual curiosity and comfort with ambiguity. The pace can be fast and the thinking stretch based, but you will be well supported by an experienced, collaborative team with genuine access to senior Branch staff.

You will be a part of a team of professionals delivering accurate, timely and high quality analysis and advice to project teams and senior leaders on capability submissions.

As an APS 6 Capability Costing Officer, you will employ a high degree of stakeholder engagement to achieve a range of tasks across capability proposals and support our Branch by undertaking analysis, and shaping written and verbal advice for senior leaders and colleagues across Defence.

Key responsibilities include:

- Providing accurate and timely costing analysis and advice on capability submissions (e.g. helicopters, ships, satellites and complex ICT systems), in compliance with relevant costing policies, manuals and regulations.
- Engaging with stakeholders to gather and validate costing related inputs and assumptions.
- Preparing high-quality written and verbal advice for senior leaders and committees.
- Supporting continuous improvement initiatives within costing processes and systems.

Defence is committed to supporting workplace flexibility. Due to operational requirements, our Branch often works on a classified network, which means there will be times when full-time presence in the office is necessary. Where it does not conflict with these requirements, some working-from-home arrangements can be negotiated.

About our Team

The Capability Costing Branch (CCB) provides end-to-end costing support across the Defence enterprise throughout the Government approvals process. The Branch’s primary responsibility is to conduct cost risk analysis of capability proposals and deliver informed advice to the Chief Finance Officer.

CCB also plays a key role in connecting and supporting the professional costing community by:

- Developing policy and technical solutions.
- Providing strategic and technical costing support and advice.
- Building a sustainable and skilled costing workforce.

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- Strong written and verbal communication skills, with an ability to influence across a range of stakeholders.
- Problem-solving abilities based on a questioning mind and an ability to think laterally.
- Ability to analyse and interpret complex information and provide advice.
- Ability to build and maintain relationships with a network of internal and external stakeholders.
- Develop and maintain a service mentality to assist our business colleagues in their role, responding to queries and assisting them as required.
- Improvement focus, strong results orientation, and seeks to add value through improving processes and systems.

- A background in Accounting, Finance, Economics, Project Management or STEM is highly valued.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Lauren Tran, 02 5108 5868
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B64AE637-3B1D-A69F-E9D4-ED

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Defence

Vacancy VN-0772523

Department of Defence

Closing Date:Monday 28 September 2026

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Information and Records Management and Project Support Officer
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	$89,841 - $96,829
Future Merit Locations	Amberley
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 5
Position Number	CASG/05155/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B61C1973-7CCC-16A8-F57E-ED4B678D30FF

Duties

The Role

The Collaborative and Autonomous Systems Project Office (CASPO) is seeking an organised, proactive and detail oriented professional to join our team in a unique Information and Records Management / Project Support Officer Role. If you're someone who enjoys variety, likes making sense of complexity, and is often the person who keeps things moving behind the scenes, this could be the opportunity for you.

This dual role position combines Information and Records Management with Project Support, providing the opportunity to contribute to both the effective operation of a busy Project Office and the supporting the delivery of some of Defence's most innovative and emerging capabilities.

In the information management component of the role, you will help maintain accurate, accessible and compliant records within Objective, ensuring information is well managed, easy to locate, and aligned with Defence policy and legislative requirements.

The project support component focuses on enabling successful project outcomes through coordination, collaboration and stakeholder engagement. You will work across a broad range of activities, including supporting personnel, coordinating meetings and engagements and preparing business operations documentation, amongst a variety of other activities.

Working under limited direction within an integrated workforce, you will be trusted to exercise sound judgement, use initiative and adapt to changing priorities. You will develop strong working relationships across the Project Office and play an important role in connecting people, information and activities to support informed decision making and project delivery.

We're looking for someone who enjoys working with people, has a keen eye for detail and takes pride in being part of team. If you are collaborative, adaptable and enjoy being at the centre of where information, coordination and delivery come together, we'd love to hear from you.

About our Team

The Information and Records Management Officer / Project Support Officer sits within the Business Operations Team, which provides the enabling services that support the broader objectives of the Collaborative and Autonomous Systems Project Office (CASPO).As a team, we work across a diverse range of functions including information and records management, personnel support, security, business operations and project coordination.

Our role is to connect people, information and processes, ensuring the Project Office has the foundations it needs to operate effectively and deliver outcomes. In this position, you will work closely with colleagues across the Business Operations Team while engaging with stakeholders from across the Project Office.

No two days are exactly the same, and you'll have the opportunity to contribute to a variety of activities that support both the day to day operation of the organisation and the delivery of emerging Defence capabilities. Collaboration is central to how we work. We share knowledge, support one another during periods of high workload and recognise that the best outcomes are achieved when people work together. We value flexibility and encourage our team members to develop broad skill sets, creating opportunities to learn, grow and gain exposure to different aspects of the Project Office.

We're looking for someone who communicates confidently, builds positive working relationships and approaches challenges with a practical, solutions focused mindset. You'll be comfortable adapting to changing priorities, taking initiative and identifying opportunities to improve the way we work. Most importantly, you'll be joining a team that is supportive, approachable and committed to delivering meaningful outcomes. We work hard, enjoy what we do and aren't afraid to have a laugh along the way.

Our Ideal Candidate

Our ideal candidate is organised, proactive and adaptable, with a strong sense of ownership and a knack for bringing structure to a fast paced environment. You enjoy understanding how things fit together and take pride in ensuring information is accurate, accessible and managed effectively.

You will have experience working with Objective and the ability to effectively manage information and records in accordance with relevant legislative, policy and compliance requirements. More importantly, you will understand the role that effective information management plays in supporting accountability, decision making and project delivery.

You are comfortable working across a variety of tasks and responsibilities, balancing competing priorities while maintaining a high level of attention to detail. Whether managing records, coordinating information, supporting reporting requirements or expanding your knowledge across multiple business functions, you are adaptable and willing to contribute wherever needed.

Collaborative by nature, you enjoy building positive working relationships, sharing knowledge and supporting your teammates to achieve collective outcomes. You understand the importance of reliable information, effective coordination and a team first approach in a complex and fast paced project environment.

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	Rachelle Wheeler, 07 5361 7171
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B61C1973-7CCC-16A8-F57E-ED

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Defence

Vacancy VN-0772529

Department of Defence

Closing Date:Monday 28 September 2026

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Business and Governance Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$89,841 - $96,829
Future Merit Locations	Canberra
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(
Classification	APS Level 5
Position Number	CASG/05206/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=585A86C2-DA34-97D6-DBBB-ED4B689B7737

Duties

The Role

In this role, you will contribute to the effective governance, business management and operational support functions of the Branch. Working under limited direction, you will provide professional administrative and governance support, coordinate business activities, manage corporate records and assist with the delivery of key branch priorities.

The position offers a diverse range of responsibilities and is suited to an individual who enjoys working across multiple business functions, engaging with stakeholders and identifying opportunities to improve business processes and service delivery.

As part of a collaborative team, you will support the implementation of governance activities, coordinate tasking and correspondence, maintain records management compliance and contribute to branch-wide business operations. You may also provide executive support services when required and assist with security, reporting and corporate management activities.

Key responsibilities include:

- Supporting business governance, administrative and corporate management activities.
- Coordinating tasking, correspondence and workflow processes across the Branch.
- Supporting records management compliance and information management activities.
- Assisting with governance forums, reporting and business planning activities.
- Engaging with internal stakeholders to achieve business outcomes and ensure timely delivery of tasks.
- Contributing to security, risk and assurance activities within the work area.
- Supporting continuous improvement initiatives and business process enhancement.
- Providing executive and administrative support services as required.

About our Team

The NATC Executive & Support (Ex&S) Team provides direct support to DGNATC in overseeing the acquisition and sustainment of critical aviation training, aviation support and commons capabilities.

NATC comprises personnel located across Canberra, Nowra, East Sale and Melbourne and includes:

- NATC Executive & Support.
- Air Training Systems Program Office.
- Aviation Support Systems Program Office.
- Navy Aviation Systems Program Office.

Located at Brindabella Park, Canberra, the Ex&S Team plays an integral role in enabling Branch operations, coordinating strategic activity and maintaining effective governance arrangements. The team works closely with the Office of Head Joint Aviation Systems Division and operates in a

dynamic, high-tempo environment where collaboration, initiative and professionalism are highly valued.

Our Ideal Candidate

We are seeking a motivated and highly organised Business and Governance Support Officer to join the Navy Aviation, Aircrew Training and Commons (NATC) Branch within Joint Aviation Systems Division.

Our ideal candidate is a proactive and adaptable professional who demonstrates sound judgement, initiative and strong organisational skills.

You will have the ability to:

- Build and maintain productive relationships with a wide range of stakeholders.
- Analyse information, prioritise competing demands and deliver quality outcomes within established timeframes.
- Interpret and apply policies, procedures and governance requirements.
- Identify and implement process improvements that enhance efficiency and compliance.
- Work independently while contributing positively to a collaborative team environment.
- Communicate clearly and professionally, both verbally and in writing.
- Maintain a high level of attention to detail and accountability for assigned work.

You will be comfortable working in a dynamic environment where priorities may shift and where strong stakeholder engagement is critical to success.

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	Louise Olang'O, 02 5109 7556
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=585A86C2-DA34-97D6-DBBB-EI

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Defence

Vacancy VN-0772533

Department of Defence

Closing Date:Monday 28 September 2026

Defence People Group
People Services and Wellbeing

Job Title	Human Resources/Program Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Brindabella Business Park ACT
Salary	$99,733 - $112,431
Future Merit Locations	Brindabella Business Park
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 6
Position Number	DPG/04613/26
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=0C1667B2-3D94-582C-A284-ED4B6925F6EB*

Duties

The Role

The Human Resources Transformation Branch (HRTB) is seeking an experienced and motivated HR/Program Coordinator (APS6) to support delivery of the HR Transformation Program through the centralised Program Management Office (PMO) within the Hire to Retire (HtR) Value Chain Delivery Office.

The role provides program management expertise, governance coordination, reporting, planning, assurance and project controls to support consistent project delivery, proactive risk management and informed executive decision-making. Working with considerable independence, you will contribute to strengthening PMO capability and continuous improvement.

Key responsibilities include:

- Coordinating program governance, reporting and assurance activities.
- Managing governance forums, schedules and program documentation.
- Supporting integrated planning, project dependencies and delivery milestones.
- Coordinating project intake, prioritisation and change control.
- Developing executive reporting, dashboards and briefings.
- Managing program-level risks, issues and dependencies.
- Providing guidance on governance and program management practices.
- Improving PMO tools, processes and templates.

About our Team

Defence People Group (DPG) is working towards an integrated Defence People System that will ensure Defence has the required skills, systems, culture and behaviours to deliver the Defence mission. The Human Resources Transformation Branch plays a critical role in supporting delivery of the One Defence People System through activation of the Hire to Retire Value Chain and transformation of Defence's HR business processes.

HRTB is responsible for:

- Activating the Hire to Retire (HtR) Value Chain, and supporting the Deputy Secretary People and Chief of Personnel in their capacity as Value Chain Leaders.
- Leading the transformation of human resource (HR) business processes to achieve improvements in efficiency, effectiveness and how Defence operates.
- Ensuring the successful adoption by DPG of ERP releases through close engagement with DPG’s divisions and key stakeholders.
- Responding directly to DPG and ERP Program governance and reporting requirements.

- Delivery of the Tranche 3 HR ERP solution, which will simplify processes across the Defence enterprise ways of working, and provide near real-time, integrated information to support decision-making.

Our Ideal Candidate

We are seeking a proactive, agile and strategic HR/Program Coordinator who can think beyond individual tasks, understand broader program objectives, and identify risks, opportunities and improvements before they escalate. The successful candidate will work with a high degree of independence, build strong stakeholder relationships, and provide trusted advice to support informed decision-making.

This role would suit candidates with:

- Experience coordinating program or project governance, planning, reporting and assurance activities in complex environments.
- Strong strategic thinking and the ability to understand broader organisational priorities.
- A proactive, solutions-focused approach and ability to drive outcomes independently.
- Strong analytical skills to assess risks, issues, dependencies and emerging trends.
- Excellent stakeholder engagement, communication and influencing skills.
- Strong organisational skills and ability to manage competing priorities.
- Experience producing executive-quality reporting and governance documentation.
- A commitment to continuous improvement and strengthening PMO practices and delivery outcomes.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Kerrie Pettit, 02 5109 5711
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0C1667B2-3D94-582C-A284-ED

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Defence

Vacancy VN-0772548

Department of Defence

Closing Date:Sunday 27 September 2026

Security and Estate Group
Service Delivery Division

Job Title	Base Services Contact Centre & Switchboard Contract Manager
Job Type	Full-Time, Ongoing
Location	Cooma NSW
Salary	$124,393 - $140,315
Future Merit Locations	Cooma
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	SEG/04800/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E3AF79AA-9783-9D61-A605-ED4BA08ED565

Duties

The Role

The EL 1 Base Services Contact Centre & Switchboard Contract Manager (EL 1 BSSC Contract Manager) leads a multidisciplinary team responsible for contract management, financial accountabilities, integrated service delivery, and the performance management of two service towers in the Defence Unified Service Centre contract, including Base Services Contact Centre and Switchboard, within the Directorate Customer Access Management team.

The role is critical to ensuring the effective delivery of contracted contact centre services, including management of a complex contract, provision of accurate commercial and business advice, oversight of service delivery performance and compliance requirements, and through engagement and negotiation, establishing and maintaining strong relationships with customers, suppliers and key stakeholders. The position also drives continuous improvement through audits, assurance activities, risk management, process optimisation and the development of Standing Operating Procedures to support effective, efficient and customer-focused service delivery.

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

About our Team

The Defence Customer Service Network is looking for enthusiastic people to join our team working in a Contact Centre environment. We are a dynamic service delivery organisation that comprises call centre, face to face and email services. Our dedicated people ensure the network provides high quality customer service to serving and ex-serving ADF Members, Veterans, Reservists, Defence APS as well as the general public.

Our Ideal Candidate

Accountabilities require demonstrated knowledge and expertise in performance based contract management, financial management, integrated service delivery and stakeholder engagement within a complex operating environment.

Key responsibilities include oversighting BSSC budgets, expenditure forecasting and reporting; monitoring contract performance and compliance; coordinating and improving integrated service delivery arrangements across stakeholders; identifying opportunities to enhance customer outcomes and operational efficiency; supporting business systems administration; and analysis of contract reports with and develop recommendations to improve performance and customer experience.

Strong leadership, communication and analytical skills are essential, along with the ability to provide accurate advice on financial, contract and business matters, foster collaboration across internal and external stakeholders, identify opportunities for improvement, and implement innovative solutions to enhance service delivery outcomes.

The EL 1 BSSC Contract Manager is accountable for sharing knowledge and expertise with their team and other stakeholders to build capability, drive a culture of continuous improvement, and support the delivery of integrated, customer-centric services.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Vittoria Matheson, 0429 370 918
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E3AF79AA-9783-9D61-A605-ED

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

Vacancy VN-0772552

Department of Defence

Closing Date:Monday 21 September 2026

Associate Secretary Group
Office of Associate Secretary

Job Title	Information Management Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,393 - $140,315
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 1
Position Number	ASG/04885/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8C4ECEA9-3574-4EEE-486A-ED4BA12BB198

Duties

The Role

The EL 1 Information Management Officer will work as part of Defence's Royal Commission Program Management Office (DRCPMO).The Information Management Officer will lead Defence's information and records management activities in support of the Defence and Veterans' Service Commission (DVSC) Cell within the DRCPMO.

They will coordinate the collection, assessment and secure handling of documents from Defence stakeholders, and work closely with Defence Legal to enable timely legal review. The officer will manage the information exchange with the DVSC and ensure compliance with Defence and whole of government information management frameworks. The Information Management Officer will be knowledgeable in information governance, data integrity and records management practices.

They will manage information storage, access and maintenance processes and ensure systems support secure, efficient and compliant information handling. The role will use a range of systems including Microsoft Teams, Objective, Nuix, the Microsoft Office suite, GovTeams and other tools such as PowerBI.

About our Team

The Defence Royal Commission Program Management Office (DRCPMO) is responsible for the governance and oversight arrangements for the Royal Commission into Defence and Veteran Suicide (RCDVS) Defence Implementation Program. The DRCPMO works with Defence Groups and Services to ensure the implementation of the RCDVS recommendations aligns with Government intent.

The DVSC was established to provide independent oversight and evidence-based advice to the Australian Government on reforms aimed at improving suicide prevention and wellbeing outcomes for current and former Australian Defence Force personnel. Defence supports the DVSC in its objectives through the provision of information.

The DVSC Cell was established to coordinate Defence responses to the DVSC and to manage the initial assessment and coordination of DVSC recommendations. The DVSC Cell engages with internal and external stakeholders to ensure accurate and timely information is provided to the DVSC, Defence senior leadership and for ministerial reporting.

Our Ideal Candidate

Our ideal candidate will collect, maintain and quality assure data for reporting and governance purposes, frequently engage with stakeholders, and prepare responses for internal and external oversight and assurance bodies in a high paced environment.

They will undertake a number of key duties including, but not limited to:

- Lead Defence’s information and document management processes to support DVSC inquiries and requests for information, which include facilitating scoping meetings with key partners, document collection, quality control, classification handling and secure transfer.
- Coordinate information workflows with Defence Legal, enabling timely legal review and ensuring information is complete, accurate and compliant with policy.
- Manage data integrity, storage and recordkeeping processes to ensure compliance with legislative requirements, Defence, APS and whole of government information management frameworks.
- Build and sustain strong relationships with internal Defence stakeholders, relevant external agencies (including the DVSC) to support timely and effective information exchange.

- Provide expert, timely advice on information governance standards, document sensitivities, records management and system usage to internal and external stakeholders.
- Lead and manage a small team by providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.

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	Catherine Edwardson, 02 5131 5028
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8C4ECEA9-3574-4EEE-486A-ED

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Defence

Vacancy VN-0772554

Department of Defence

Closing Date:Thursday 01 October 2026

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Engineer Professional - Communication
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Southbank VIC
Salary	$124,393 - $140,315
Future Merit Locations	Canberra, Melbourne, Southbank
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/04487/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=816FDDFC-46D9-4A6A-FBD5-ED4BA1CC54C8

Duties

The Role

As an Engineering Professional Communications Manager, you will be accountable under broad direction to perform and achieve complex to very complex specialist engineering work within an integrated workforce. You will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements. The role will require complex problem solving, risk and issues management and may include detailed or sensitive projects, which impact on strategic, political or operational outcomes for Defence.

The main responsibilities for the Engineering Professional Communications Manager role are:

- Develop and implement work plans, set performance indicators, and review individual, team performance, focusing on identifying opportunities for building team capability and continuous improvement.
- Set work that aligns with the strategic objectives and communicate expected outcomes.
- Lead and manage the successful delivery of complex projects within scope, time and budget.
- Effectively manage all stakeholders both internal and external
- Develop productive and effective relationships with suppliers and other government agencies.
- Lead and facilitate contract management and procurement activities, ensuring compliance with legislative and procurement policies, processes and procedures.

About our Team

Land Command, Control, Communications & Computer Systems (LC4S) Branch under Joint Systems Division (JSD) is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG. We are responsible for delivering both Acquisition and Sustainment of Command and Control, Communication, and Compute Systems to Army and Joint Force. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team.

You will enjoy Australian Public Service conditions, which include an attractive salary package and flexible, family-friendly working arrangements. Our staff have access to flexible working hours with opportunities for part-time and home-based work. Expansive variety of Learning and Development opportunities are available through Experience (career exploration pathways, job rotation) and Exposure (Functional support, peer learning and communities of practice).Defence provides employees with the option to undertake further studies, training and a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions.

We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team. Working with us will provide you the opportunity to advance your career, whilst actively playing a role in supporting Army and ADF operations for the safety and security of all Australians.

Our Ideal Candidate

The Joint Systems Division within CASG is a world-leading complex enterprise with a heavy dependence on information technology and its personnel. LC4S Branch is seeking applicants with extensive knowledge of project management and an ability to lead a team to deliver these strategic capabilities.

Key attributes and experience we are looking for:

- A significant record of achievement in Engineering and Technical delivery and coordinating the delivery of a range of engineering activities.
- The capacity to think strategically and develop plans and solutions to enhance the achievement of engineering and fleet outcomes.
- A highly engaged leader who is an innovative and adaptive thinker, and will take accountability while taking a risk based and flexible approach to delivering outcomes.
- A highly effective communicator, who is collaborative, agile and can effectively manage a highly integrated workforce.
- A confident leader who understands the audience and adjust their communication to provide advice in a clear and concise manner.
- A competent leader who will deliver endorsed capabilities on time, to budget and within the scope.

- High-level organisational skills, self-drive and initiative with the ability to influence others to achieve tasks and business objectives.

Eligibility

Security Clearance

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

Mandatory Qualifications

A role in this engineering occupation requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

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

Notes

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To Apply

Position Contact	Chris Phoumsavanh, 03 9200 0878
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=816FDDFC-46D9-4A6A-FBD5-EI

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Defence

Vacancy VN-0772555

Department of Defence

Closing Date:Monday 21 September 2026

Associate Secretary Group
Office of Associate Secretary

Job Title	Assistant Directors
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,393 - $140,315
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 1
Position Number	ASG/05195/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=721AA693-95A5-6737-205E-ED4BA1C18FCF

Duties

The Role

The Defence Royal Commission Program Management Office (DRCPMO) is seeking to establish a merit pool to fill current and anticipated vacancies across a range of EL 1 Assistant Director roles. The roles will be responsible for building and sustaining high-performing teams that deliver outcomes supporting Defence’s oversight of the implementation of recommendations arising from the Royal Commission into Defence and Veteran Suicide (RCDVS).

The roles will be responsible for functions including Stakeholder Engagement, Ministerial Support, Program Oversight, Program Governance and Program Risk. Defence is seeking enthusiastic people with excellent, policy, governance and stakeholder engagement skills to work in the Program Management Office, overseeing one of the largest reforms across Defence.

About our Team

The Defence Royal Commission Program Management Office (DRCPMO) is responsible for the governance and oversight arrangements for the Royal Commission into Defence and Veteran Suicide (RCDVS) Defence Implementation Program. The DRCPMO coordinates Defence's internal implementation efforts and ensures consistent oversight across all recommendations.

The DRCPMO:

- Tracks the lifecycle and progress of each recommendation;
- Coordinates and consolidates reporting across Groups and Services;
- Maintains appropriate governance controls and the suite of program management documents;
- Ensures the program meets its governance obligations and standards.

Our Ideal Candidate

We are seeking enthusiastic and highly motivated individuals who are outcomes focussed and who drive continuous improvement, with a strong focus on collaboration.

The successful candidates will have experience in leading teams, strong relationship management and coordination skills, and the ability to engage effectively with diverse audiences including across both APS and ADF personnel.

Formal Program Management Qualifications and/or a demonstrated ability to support development, interpretation and application of robust, clear, and effective governance are highly desirable but not a pre-requisite.

The successful applicant may undertake the following key duties including, but not limited to:

- Leading and managing a small team by providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Developing and managing stakeholder relationships through the provision of expert advice, effective communication, negotiation and issues management to ensure stakeholders are engaged throughout the Program.
- Identifying emerging stakeholders and engagement opportunities in line with future organisational needs/direction and a changing environment.

- Providing expert advice on policy, complex problem solving and issues management for internal and external stakeholders.
- Establishing and overseeing governance controls to support an evolving program and developing products and processes to support this.
- Providing expert advice and information to PMO staff on Program controls and emerging issues and present recommendations to support effective and efficient program governance.
- Interpreting and ensuring appropriate reflection of Government and Defence policies, concepts and strategies applicable to the development of Program documentation.
- Delivering and enabling strategic Program-specific communication efforts in order to respond to strategic communication products, and provide advice and support to communication efforts across the DRCPMO.
- Preparing Program progress content and coordinating internal and external stakeholder inputs to support development of Ministerial whole-of-government and enterprise reporting, and briefs for Senate Estimates and sitting weeks.
- Providing clear, accurate and timely advice and guidance to stakeholders on Defence and Veterans' Service Commission (DVSC) related matters.
- Preparing high-quality reports, briefs, minutes, talking points and correspondence tailored to diverse audiences.
- Representing the agency’s position in the context of more complex issues in appropriate stakeholder forums and engagement activities.

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	Catherine Edwardson, 02 5131 5028
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=721AA693-95A5-6737-205E-ED4

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Defence

Vacancy VN-0772562

Department of Defence

Closing Date:Monday 28 September 2026

Army
Special Operations Command

Job Title	Capability Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$99,733 - $112,431
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	ARMY/03706/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D0B4E7E6-77AF-9DE5-E7E4-ED4BA25E545E

Duties

The Role

This role will require the knowledge & experience necessary to manage a diverse range of in-service equipment capabilities. It will require a well-developed understanding of Defence policy requirements, government decision-making, Special Operations Command’s mission, & Army’s sustainment processes. Within Capability Management Cell, you will undertake specialist research & analysis, conduct assessments, perform procedural & clerical support work.

The team will interpret & provide advice within the sustainment function based on legislation, policy & procedures to ensure Special Operations capabilities.

This position has personnel management responsibilities; as such you will be required to exercise your leadership and management skills in support of the sustainment of Special Operations capabilities. You will work collaboratively as part of the broader Defence team & be expected to confidently & articulately represent the interests of Special Operations Command within the broader Defence environment. You will contribute towards ongoing self-improvement & professional development as well as identifying opportunities for on-job training.

This role will require some interstate travel; successful applicants will be required to travel in order to attend sustainment activities and liaison visits to Special Operations Command units.

About our Team

The Capability Management Cell within Headquarters Special Operations Command is responsible for representing the Command's equities in a variety of Army sustainment activities to ensure our personnel have the equipment that is fit for purpose.

As a member of this team, you will be required to:

- Develop a detailed understanding of the equipment within your allocated Product Schedules.
- Engage with a range of external stakeholders including sustainment and program personnel of Army Headquarters and fleet management staff across the delivery agencies.
- Personnel within this team are routinely required to brief, verbally and through written correspondence, senior executive staff within Special Operations Command.

Our Ideal Candidate

- We are looking for individuals with exceptional organisational skills, able to communicate effectively and work collaboratively.
- The ideal candidate has excellent attention to detail and possesses well-developed organisational and priority-management skills.
- We need a candidate who is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Command.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Adon Cadona, 08 7971 3350
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D0B4E7E6-77AF-9DE5-E7E4-ED

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Defence

Vacancy VN-0772566

Department of Defence

Closing Date:Sunday 27 September 2026

NAVY
Fleet Command

Job Title	Work Health & Safety Officer
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$99,733 - $112,431
Future Merit Locations	Darwin
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 6
Position Number	NAVY/05076/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9C452306-A8D8-724A-F6AD-ED4BA2EA7C29

Duties

The Role

Working under the direction of the Group Commander's Representative (CMR), the APS 6 Work Health and Safety Officer provides specialist WHS advice, assurance and governance support to enhance safety performance and support the safe generation and sustainment of Patrol Boat Group capability. You will lead and assure WHS compliance, undertake risk assessments and investigations, conduct audits and assurance activities, and contribute to the continuous improvement of WHS policies, procedures and management systems.

The role requires strong stakeholder engagement across Command Teams, vessel personnel, contractors and subject matter experts to ensure compliance with WHS legislation, Defence policy and Navy safety requirements. You will provide practical advice on complex safety matters, monitor WHS performance and emerging risks, prepare high-quality briefs and reports, and support governance forums and safety committees. Operating independently and within multidisciplinary teams, you will promote a positive safety culture through coaching, education, collaboration and the application of contemporary WHS best practice in a dynamic maritime environment.

Defence roles cover a diverse range of workplace environment requirements. These may include physical tasks or working in conditions that are not typical of an office environment. Candidates

should consider these requirements when assessing their suitability for the role. For more information, please contact the nominated contact officer.

Works in isolation from other staff (remote supervision), Works outdoors, Requirement to wear personal protective equipment (PPE), Frequent travel - Aeroplane.

About our Team

Patrol Boat Group provides a dynamic and rewarding working environment supporting the operation and sustainment of the Evolved Cape Class Patrol Boat fleet. You will have the opportunity to contribute to a range of operational, technical, and business activities within a safety-focused and mission-driven organisation.

You will be supported by a professional and collaborative team and encouraged to demonstrate initiative, innovation, and adaptability in response to evolving operational priorities. Patrol Boat Group is committed to providing the training, development, and support necessary to help you succeed while contributing to the delivery of maritime security, border protection, and national defence outcomes.

Our Ideal Candidate

- Completion of Cert IV, Diploma or Degree in Work Health and Safety.
- ICAM Lead Investigator Training.
- Extensive experience in Work Health and Safety and/or Environmental Science working with various stakeholders in a maritime and or high-risk environment. This could consist of working in a compliance role with HAZCHEM, Hazardous Materials, Heritage, Fire Compliance or Environment.
- A good working knowledge of contemporary WHS risk assessment tools and applications.
- Excellent written and verbal communication with a high-level ability to effectively engage stakeholders to achieve strategic outcomes.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Mark Jarrett, 02 5131 6258
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9C452306-A8D8-724A-F6AD-ED

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Defence

Vacancy VN-0772570

Department of Defence

Closing Date:Monday 05 October 2026

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Engineering Management Unit Program Director
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Cairns QLD, Darwin NT, Henderson WA, Adelaide SA, Sydney NSW
Salary	$173,360 - $206,309
Future Merit Locations	Brisbane, Cairns, Darwin, Henderson, Adelaide, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 2
Position Number	NSSG/04396/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=0992703F-5A78-EAC2-4E54-ED4BA37C1961

Duties

The Role

Maritime Sustainment Division is seeking two EL 2.1 Program Directors to lead newly established Engineering Management Units (EMUs) within the Specialist Systems and Major Surface Ships branches. The EMUs provide high-quality engineering, technical assurance and program management services across the Asset Class Enterprise, supporting System Program Offices and Regional Maintenance Centres in the sustainment of critical Defence capability.

The Program Director will lead and manage a geographically dispersed organisation responsible for delivering technical functions including systems engineering, configuration management, engineering change management, technical investigations, materiel system safety, logistics support analysis, maintenance engineering, and associated program management and governance. You will lead the development of strategy, data-driven insights and performance analytics to improve engineering delivery, inform decision-making, and enhance customer outcomes.

The role involves leading and managing Tier 1 industry engagements through Designer Support Contracts, overseeing engineering contract delivery and providing specialist advice on contract

performance. You will work closely with Australian engineering institutions and industry partners to strengthen sovereign engineering capability and contribute to the Continuous Naval Shipbuilding and Sustainment agenda.

The Program Director requires strategic professional and technical expertise across multiple functional areas, supported by strong knowledge of legislative frameworks, government decision-making processes and Defence policy requirements.

To succeed, you will be a strategic and influential leader with demonstrated experience managing complex engineering organisations and stakeholder environments. You will possess exceptional communication and leadership skills, a strong understanding of government decision-making processes and legislative frameworks, and an appreciation of Defence's mission and policy requirements. The ability to build enduring relationships, identify shared objectives, and deliver mutually beneficial outcomes across Defence and industry is essential.

This position is classified as having a work value commensurate with EL2.1 and the salary range of $173,360 - $206,309. Salary above the standard EL 2 range ($144,430 - $173,359), with a work value at EL2.1 or EL2.2 are reviewed annually and salary may increase or decrease in accordance with the provisions of the Defence Enterprise Agreement.

Applicants should familiarise themselves with the relevant provisions of the Defence Enterprise Agreement if considering applying for this position. Should an annual review determine that work is no longer available at the higher work value, the employee’s classification and salary may be decreased to the lower level work value and salary within the EL 2 classification range.

About our Team

Maritime Sustainment Division (MSD) operates within the Naval Shipbuilding and Sustainment Group (NSSG) delivering in-service support to Navy, Army and Australian Border Force, along with delivering new capability to Government. MSD is embarking on transformational change to establish the Maritime Sustainment Model and ensure the organisation is able to respond to strategic priorities and emerging demands.

New Engineering Management Units (EMUs) have been established in both Specialist Systems and Major Surface Ships Branches in MSD. Specialist Systems EMU is focused on supporting the patrol boat force and auxiliary vessels, underwater systems and equipment, predominately located in Sydney, Darwin, Cairns and Henderson Defence Precinct. Major Surface Ships EMU is focused on surface combatants and amphibious and combat support vessels, located in Sydney and Henderson.

The Engineering Management Unit (EMU) is a key element of the Asset Class Enterprise, delivering engineering expertise, assurance and advice to System Program Offices and Defence customers. Operating through a matrix structure, the EMU provides engineering and project management services across geographically dispersed teams to support sustainment outcomes.

We are seeking high performing candidates who thrive on new challenges and enjoy working in a fast-paced, complex environment. We promote an inclusive culture that echoes Defence values – service, courage, respect, integrity and excellence. We are committed to ensuring our people feel appreciated, participate fully, and have access to tailored professionalised pathways. We are flexible and agile in our approach to work, encourage our staff to have a healthy work life balance, and offer access to training and development opportunities, mentoring and coaching services.

Our Ideal Candidate

The ideal candidate will demonstrate:

- Experience leading multidisciplinary and geographically dispersed teams.
- Experience delivering complex engineering, sustainment or asset management outcomes.
- Strong commercial acumen and experience managing industry partnerships.
- Exceptional stakeholder engagement and influencing skills.
- Experience developing strategy and managing performance, risk and resources.
- Ability to operate effectively in complex and changing environments.
- Knowledge of Defence, maritime sustainment or government operating environments.
- Previous senior leadership experience is highly desirable.

Note: Address your application responding to the above competences. If you have these and a strong personal drive to develop and contribute to Australia’s maritime capability, we look forward to hearing from you.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Mathew Tildesley, 0474 527 251
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0992703F-5A78-EAC2-4E54-ED4

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Defence

Vacancy VN-0772583

Department of Defence

Closing Date:Monday 28 September 2026

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Integrated Logistics Support Officer
Job Type	Full-Time, Ongoing
Location	South Melbourne VIC
Salary	$81,868 - $89,377
Future Merit Locations	South Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 4
Position Number	CASG/05263/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D239CCA1-2B6A-93F7-A2F0-ED4BA4BF8B24

Duties

The Role

Land Command, Control, Communications & Computer Systems (LC4S) Branch is seeking a highly motivated individual with logistics experience to provide support to an integrated workforce, in a Logistics Officer role. To be successful, there is a requirement to understand materiel logistics practices within the capability lifecycle, with experience in supply chain, asset management or a sustainment product background being highly desirable.

We are looking for candidates with experience using detailed computer based systems, exposure to contracts and use of data, as well as procurement processes. We are looking for experienced and motivated individuals who possess strong communication skills, who will be an integral member of an integrated workforce. You will have considerable level of stakeholder engagement, communication and negotiation skills, along with the capacity to work effectively in productive teams.

About our Team

Land Command, Control, Communications & Computer Systems (LC4S) Branch under Joint Systems Division (JSD) is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within CASG.

We are responsible for delivering both Acquisition and Sustainment of Command and Control, Communication, and Compute Systems to Army and Joint Force. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team. The Battlespace Communications Systems team manage a large fleet of communications assets, with a high tempo of supply chain movements, for a wide range of Defence users.

You will be exposed to a wide range of logistics, fleet, asset and budget functions in your role as a Logistics Officer. You will enjoy Australian Public Service conditions, which include an attractive salary package and flexible, family-friendly working arrangements. Our staff have access to flexible working hours with opportunities for part-time and home-based work.

Expansive variety of Learning and Development opportunities are available through Experience (career exploration pathways, job rotation) and Exposure (Functional support, peer learning and communities of practice). Defence provides employees with the option to undertake further studies, training and a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions.

We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team.

Working with us will provide you the opportunity to advance your career, whilst actively playing a role in supporting Army and ADF operations for the safety and security of all Australians.

Our Ideal Candidate

LC4S Branch / Battlespace Communications Systems is seeking applicants with a depth of experience in logistics, supply chain or asset management and an ability to work within a team, to deliver timely logistics and supply chain results to our customers.

Key attributes and experience we are looking for:

- Experience working in and/or providing support to Integrated Logistics Support management and legislative frameworks.
- Demonstrated ability to work with large and complex computer based supply systems, managing assets, inventory and replenishment activities.
- An Innovative and adaptive thinker, who will take accountability whilst managing workload and responsibilities to meet priorities and routine work.

- A confident communicator, who is collaborative, agile and can effectively work within an integrated team environment.
- Sound logistics and supply chain acumen, with demonstrated skills, comparable to the depth of the Defence Industry sector in Australia.
- Sound initiative and judgement in working with policy and processes to ensure accurate and efficient supply chain management.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Ian Nielissen, 03 8531 9049
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D239CCA1-2B6A-93F7-A2F0-ED

Defence

Vacancy VN-0772584

Department of Defence

Closing Date:Sunday 27 September 2026

Joint Capabilities Group
National Support Command

Job Title	Business Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$124,393 - $140,315
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 1
Position Number	JCG/05261/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1ADE2ADB-DCB6-1867-43E6-ED4BA4D04CE9

Duties

The Role

National Support Division (NSD) is seeking an enthusiastic and capable EL 1 Business Manager to lead the delivery of key business functions and support the Division's strategic objectives.

In this role, you will lead a high-performing team responsible for governance and reporting, security and information management, workforce management, financial reporting, commercial support, and business management. You will provide strategic business advice to senior leaders, oversee organisational business activities, and ensure compliance with Defence policy, legislative and regulatory requirements.

You will drive business performance through effective planning, risk management and continuous improvement, while monitoring progress against priorities and delivering outcomes in a dynamic environment.

Working across a broad stakeholder network, you will build productive partnerships, influence decision-making and foster a culture of accountability, collaboration and excellence.

About our Team

National Support Division works collaboratively across Defence and with partners from government, industry, and the broader community to strengthen Australia's resilience and national preparedness. The Division plays a key role in developing and sustaining the partnerships, coordination mechanisms, and workforce capabilities that enable Defence to leverage whole-of-government and whole-of-nation capabilities.

NSD comprises an integrated APS and ADF workforce that operates in a collaborative, inclusive, and high-performing environment. As a Business Manager, you will join a supportive team responsible for enabling effective governance, workforce management, and business operations across the Division.

We value diverse perspectives and invest in our people through a range of professional development opportunities, helping employees build capability, broaden experience, and achieve their long-term career goals within Defence.

Our Ideal Candidate

We are seeking an experienced leader who can:

- Lead, develop and empower a high-performing team, fostering collaboration, accountability and professional growth.
- Apply sound judgement and a strong understanding of Defence governance, policy and legislative frameworks.
- Analyse complex issues, evaluate risks and opportunities, and provide strategic advice to support decision-making.
- Communicate clearly and confidently with diverse audiences, tailoring messages to achieve outcomes.
- Manage competing priorities and align resources, workforce capability and effort with strategic objectives.
- Oversee workforce planning, including the management and support of APS, ADF and Reserve personnel.
- Build effective stakeholder relationships and influence outcomes in a complex operating environment.
- Champion continuous improvement, innovation and organisational capability while modelling Defence values and behaviours.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	SQNLDR Annabel Szekely, 02 4579 3376
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1ADE2ADB-DCB6-1867-43E6-EI

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Defence

Vacancy VN-0772585

Department of Defence

Closing Date:Sunday 04 October 2026

Capability Acquisition and sustainment Group Aerospace Systems
Aerospace Systems

Job Title	Contract Management Officer (Procurement and Contracting)
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	$99,733 - $112,431
Future Merit Locations	Williamtown
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	CASG/05226/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6F896AA7-1F71-5564-6A50-ED4BA5399B9F

Duties

The Role

As an APS 6 Contract Management Officer, you will manage the commercial and contractual aspects of procurement, acquisition, sustainment and support activities across the Air Warfare Systems Program Office (AWSPO). You will contribute to the full contract lifecycle, including procurement planning, contract establishment, contract administration, performance management, contract variation and contract closure.

Working closely with Product Managers, Project Managers, technical specialists, finance, legal and industry partners, you will ensure compliance with contractual obligations, legislative requirements and Defence procurement policy. You will monitor contract performance, milestones and risks, undertake commercial and financial analysis, and support budgeting, forecasting and invoice validation activities.

The role also involves providing professional commercial advice, supporting procurement and sourcing activities, managing contract changes, and maintaining effective governance, records management and reporting arrangements. Strong stakeholder engagement and sound commercial judgement are essential to delivering Defence capability outcomes and value for money.

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

About our Team

Located at RAAF Base Williamtown, the Air Warfare Systems Program Office (AWSPO) delivers and sustains critical Air Force capabilities, including Special Operations Air Warfare (SOAW), supporting Air Combat Group and broader Defence outcomes.

Based in the Port Stephens region of NSW, AWSPO offers an exceptional lifestyle with access to beaches, lakes and outdoor recreation, while nearby Newcastle provides vibrant dining, cultural and entertainment options.

Our people are our greatest asset. AWSPO offers a flexible, supportive and inclusive environment that values collaboration and professional development, enabling you to contribute meaningfully while growing your career. Employees benefit from flexible working arrangements, competitive remuneration and 15.4% superannuation.

Our Ideal Candidate

AWSPO is seeking a motivated and capable contract management professional who can work autonomously, manage competing priorities and apply sound commercial judgement.

Demonstrated commitment to professional development and a positive approach to learning is essential, with the ability to build contract management capability through both on-the-job experience and structured development. You will bring strong problem-solving skills, curiosity in analysing financial data, and the initiative to work effectively under limited direction.
Well-developed communication and stakeholder engagement skills are essential, along with effective time management and the ability to meet deadlines. Familiarity with procurement and contract management frameworks will be highly regarded.

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

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Mr David Gleadhill, 02 4078 3078
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6F896AA7-1F71-5564-6A50-ED4

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Defence

Vacancy VN-0772595

Department of Defence

Closing Date:Wednesday 30 September 2026

Naval Shipbuilding and Sustainment Group
Waterfront and CNSS Division

Job Title	Assistant Director CNSS Program
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$124,393 - $140,315
Future Merit Locations	Russell
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	Executive Level 1
Position Number	NSSG/05004/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CAC376A8-AFE8-09E7-CCB2-ED4BDC43C4F3

Duties

The Role

The Data and Program Directorate within the Continuous Naval Shipbuilding and Sustainment (CNSS) Branch is seeking an EL 1 Project Manager to support one of Defence's most significant programs.

The role leads the CNSS Branch Program Management Office, manages a small team, and coordinates governance activities supporting the CNSS Council, Working Groups and Program Board. You will oversee reporting, planning, risk management, stakeholder engagement and branch coordination activities to ensure effective program delivery and decision-making.

Working across a complex stakeholder environment, you will provide trusted advice, coordinate competing priorities and deliver high-quality governance and administrative outcomes.

The position requires strong leadership, communication, problem-solving and organisational skills, with the ability to synthesise complex information into clear and actionable advice.

About our Team

Continuous Naval Shipbuilding & Sustainment (CNSS) supports the development of the sovereign maritime

industrial base that manufactures, sustains and upgrades naval capability in Australia.

The CNSS Branch coordinates the development of the CNSS Key Enablers (industry, workforce, infrastructure, security and innovation) and administratively supports the Department Secretary for Naval

Shipbuilding Sustainment Group in their role as the Capability Manager for maritime industrial uplift.

The Data and Program Directorate provides analytical, modelling, and program support capabilities that enable evidence-based decision-making across the CNSS Branch. The team develops and maintains data-driven tools, workforce and industrial capability models, and decision support products that assess the impact of changes across complex Defence programs and the broader maritime enterprise.

The team works across Government, Defence, industry, and academia to gather, analyse, and integrate data on workforce, infrastructure, and program delivery. This analysis informs strategic planning, investment decisions, capability development, and policy advice to senior leaders.

Our Ideal Candidate

You are a proactive, organised and adaptable professional who thrives in a dynamic environment. You can coordinate complex information from multiple sources, build productive stakeholder relationships, and deliver high-quality outcomes to support decision-making and program governance.

Critical to success in this role, our ideal candidate will demonstrate the ability to:

- Work effectively in a fast-paced environment with competing priorities and tight deadlines.
- Prepare high-quality briefs, reports, returns, correspondence, submissions and presentations for a range of stakeholders within and beyond Defence.
- Support program delivery through effective governance, reporting, planning and continuous improvement activities.
- Exercise initiative, sound judgement and problem-solving skills to identify issues and implement practical solutions.
- Plan, organise and manage workflows, ensuring tasks are prioritised and delivered to agreed timeframes.
- Contribute positively to Branch priorities while maintaining a strong focus on quality, customer service and continuous improvement.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Caitlin Jarosz, 0475 062 334
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CAC376A8-AFE8-09E7-CCB2-EI

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Defence

Vacancy VN-0772597

Department of Defence

Closing Date:Wednesday 30 September 2026

Naval Shipbuilding and Sustainment Group Maritime Sustainment Group
Maritime Sustainment Group

Job Title	EMP Program Co-Ordinator
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$99,733 - $112,431
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	NSSG/05250/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2E2F1C6D-4778-76EA-E22E-ED4BDCA98BC6

Duties

The Role

The APS 6 EMP Program Coordinator is responsible for the planning, coordination and delivery of External Maintenance Periods (EMPs) within Regional Maintenance Centre-North (RMC-N), Maritime Systems Division. Working under broad direction, the role manages complex project activities that support the maintenance, sustainment and availability of Navy capability.

The position oversees maintenance schedules, resources, risks, budgets and reporting to ensure EMPs are delivered safely, efficiently and in accordance with Defence requirements. It prepares briefs, submissions, reports and governance documentation, monitors project performance and supports continuous improvement initiatives.

The role engages with Navy, industry and Defence stakeholders to coordinate activities, resolve issues and manage competing priorities. It provides informed project management advice, supports decision-making and contributes to the achievement of organisational objectives within a complex and dynamic maintenance environment.

About our Team

Maritime Systems Division (MSD) operates within the Naval Shipbuilding and Sustainment Group delivering in-service support to Navy and Army along with delivering new capability to Government. MSD is embarking on transformational change to establish the Maritime Sustainment Model and ensure the organisation is able to respond to emerging demands and strategic priorities. The Regional Maintenance Centre-North team sits within MSD and delivers Maintenance to Navy Vessels.

We are seeking high performing candidates who thrive on new challenges and enjoy working in a fast-paced, complex environment. We promote an inclusive culture that echoes Defence values – service, courage, respect, integrity and excellence; and are committed to ensuring our people feel appreciated, participate fully, and have access to tailored professionalised pathways. We are flexible and agile in our approach to work, encourage our staff to have a healthy work life balance, and offer access to training and development opportunities and mentoring and coaching services.

You will enjoy Australian Public Service conditions that include an attractive salary package and flexible, family-friendly working arrangements. Our staff have access to flexible working hours with opportunities for part-time and home-based work.

Defence provides employees with a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team.

Defence is committed to recruiting the right people, in the right jobs, at the right time - whether it is creating, acquiring or delivering Defence capability. Our greatest asset is our people.

Our Ideal Candidate

As an APS 6, the ideal candidate will demonstrate a strong suite of capabilities, with the following competencies viewed as essential for success as the EMP Program Co-Ordinator.

- **Leadership and Supervision** – Provide clear direction, set performance standards, delegate effectively, motivate and empower team members, and foster professional growth.

- **Persuasion and Influence** – Communicate with impact, negotiate effectively, influence stakeholders, and manage conflict constructively.

- **Written Communication** – Produce clear, concise and accurate written material; present compelling arguments; and structure documents appropriately for their purpose.

- **Strategic Thinking** – Apply a strategic mindset, develop and implement strategies, and consider long term objectives and broader organisational outcomes.

- **Planning and Organisation** – Establish clear objectives, plan and prioritise tasks, manage resources and time efficiently, and track progress to ensure successful delivery.

Your application should address the above competencies. If you bring these strengths and possess a strong personal drive to support and enhance Australia's maritime capability, we welcome your application.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Amanda Peet, 08 7971 3314
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2E2F1C6D-4778-76EA-E22E-ED

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Defence

Vacancy VN-0772604

Department of Defence

Closing Date:Monday 28 September 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Data Management Officer
Job Type	Full-Time, Ongoing
Location	Laverton VIC
Salary	$99,733 - $112,431
Future Merit Locations	Laverton
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	JCG/05260/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BD0CEB9B-1471-14BD-DCC6-ED4BDE7AB683

Duties

The Role

Defence is seeking a highly motivated APS 6 Data Management Officer to play a key role in advancing Defence's journey towards becoming a more data-informed organisation. Working within a small, high-performing Data Team based in Laverton, Victoria, you will contribute to the delivery of data and analytics outcomes that support Defence logistics capability and business transformation initiatives.

In this role, you will be responsible for assessing, evaluating, and improving data quality, data governance, data security, and business intelligence outcomes. You will contribute to the planning, implementation, coordination, and management of data-related initiatives, including business requirements analysis, data migration activities.

Working within an integrated workforce, you will support current and future logistics systems by delivering high-quality analytics, reporting, and data insights that inform decision-making and support continuous improvement across the Defence logistics network. Your work will help establish and maintain logistics data standards while enhancing organisational efficiency, capability, and operational outcomes.

About our Team

The Directorate of Logistics Systems Sustainment Transition (DLST) is located in Melbourne and Canberra Offices, and is one of three directorates within Logistics Systems Branch. The Directorate consists of a blended APS, ADF and contractor workforce, many with deep subject matter expertise and specialist skills.

It is agile to meet the changing business demands of the organisation. This position is in the Data Management Team supporting current and future Logistics Systems to the Defence Logistics Network and Source to Distribute Value Chain.

Our Ideal Candidate

We are seeking a collaborative and analytically minded professional with a strong attention to detail and a demonstrated ability to engage effectively with a diverse range of stakeholders.

The successful candidate will possess a strong understanding of data management principles and experience supporting complex data transformation initiatives, particularly within large enterprise environments.

You will demonstrate sound judgement, initiative, and problem-solving skills, with the ability to interpret policy and apply practices and procedures in a complex operational environment. You will be comfortable providing technical, professional, and strategic advice, while contributing to project delivery, business improvement initiatives, and organisational planning activities. Have a high level of computer literacy, knowledge of logistics systems and be able assess, evaluate and drive future data initiatives and data projects.

You will thrive in a dynamic environment where priorities can shift quickly, demonstrating flexibility, adaptability, and a strong commitment to customer service and stakeholder engagement.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	James Bowden, 03 8326 0838
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BD0CEB9B-1471-14BD-DCC6-E

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Defence

Vacancy VN-0772605

Department of Defence

Closing Date:Wednesday 30 September 2026

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Project Manager AIR2025
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$124,393 - $140,315
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 1
Position Number	CASG/04700/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=ABFF58AD-A552-9EB2-AAD7-ED4BDE7FB365

Duties

The Role

The High Frequency Sensing Systems Program Office (HFSSPO) is seeking an experienced and driven Project Manager to lead the AIR2025 Phase 6 Jindalee Operational Radar Network (JORN) Mid Life Upgrade. JORN is one of Australia's most important Defence capabilities, providing long-range surveillance and contributing directly to Australia's national security and strategic awareness.

As a member of the Acquisition Office leadership team, you will provide strategic direction and leadership across project delivery, stakeholder engagement, commercial management, governance, risk, schedule and financial performance. You will work closely with senior Defence leaders, government stakeholders and industry partners to solve complex challenges, influence strategic decisions and deliver critical capability outcomes. You will lead and develop a multidisciplinary team of project professionals, fostering a culture of collaboration, accountability and continuous improvement. Success in this role will require strong leadership, sound judgement and the ability to build trusted relationships across a diverse and complex stakeholder environment.

This position offers a unique combination of strategic influence, people leadership and complex project delivery. It is an exceptional opportunity for an experienced project leader seeking

meaningful work, challenging projects and the chance to contribute directly to capability outcomes of national importance. This is an opportunity to deliver a project of national significance that will shape the future of Australia's sovereign surveillance capability. Working at the forefront of Defence capability delivery, you will play a key role in ensuring JORN remains a world-leading surveillance system supporting Australia's national security for decades to come.

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

About our Team

The High Frequency Sensing Systems Program Office (HFSSPO) is an exciting environment to work in, offering rewarding opportunities in world leading capabilities and emerging technologies. HFSSPO acquires, sustains, and exports High Frequency radar capabilities for the Australian Defence Force. This includes the world leading Jindalee Over the Horizon Radar.

HFSSPO is a complex, fast-paced environment comprising a professional integrated workforce. We work in conjunction with Air Force, other Defence Groups, our Allies, and our industry partners to deliver complex programs for Defence. In addition to being involved in unique sovereign programs, you will also have access to competitive working conditions. As an Australian Public Servant in Defence, you will be supported in balancing work and family priorities and the remuneration package includes a generous superannuation contribution (15.4%).

Our Ideal Candidate

We are seeking an accomplished leader who thrives in complex environments and is motivated by delivering outcomes that have genuine national impact. You combine strong project delivery expertise with the ability to lead people, build partnerships and influence strategic outcomes. You are comfortable leading through complexity, making decisions with incomplete information and balancing competing priorities while maintaining focus on delivery. You build trusted relationships with stakeholders at all levels and bring the credibility, judgement and communication skills required to influence senior leaders, industry partners and multidisciplinary teams.

You will bring:

- Proven experience leading complex projects, programs or capability outcomes.
- The ability to develop strategy and translate it into achievable outcomes.
- Strong commercial, financial, schedule and risk management capability.
- Experience building and leading high-performing teams.
- Exceptional stakeholder engagement and relationship management skills.
- Sound judgement, resilience and adaptability in dynamic environments.
- A commitment to developing people and fostering a positive workplace culture.

- A passion for delivering capability outcomes that contribute to Australia's national security.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Elicia Kennaway, 08 8227 4032
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ABFF58AD-A552-9EB2-AAD7-EI

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Defence

Vacancy VN-0772610

Department of Defence

Closing Date:Wednesday 30 September 2026

Australian Defence Force HeadQuarters
Military Strategic Plans

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$99,733 - $112,431
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	ADFHQ/05233/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E6486D11-2227-F3E9-7433-ED4BDD60B729

Duties

The Role

As a Capability Analyst, you will be required to undertake complex writing and analytical work to deliver timely, accurate and evidence-based advice to supports strategic decision-making.

The role is responsible for integrating preparedness and capability information, intelligence, and data from other sources to assess emerging risks, issues and insights that may affect Defence preparedness. You will be involved in stakeholder engagement in relation to complex or sensitive issues, and support setting preparedness requirements. You will support or represent the Directorate at stakeholder forums, participate in workshops, and coordinate consultation.

Key requirements:

- Produce high-quality analytical reports, advice and requirements setting by applying analytical techniques.
- Effectively manage all stakeholders both internal and external.
- Identify and deliver solutions to preparedness management functions in a dynamic environment.
- Communicate complex ideas clearly to a wide range of diverse stakeholders.

These positions offer a unique opportunity to contribute directly to Defence's preparedness for current and future challenges. Successful candidates will gain exposure to enterprise-level decision-making, engagement with senior Defence leaders, and opportunities to influence strategic preparedness policy and capability outcomes.

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

About our Team

The Defence Preparedness Branch is responsible for leading and coordinating the preparedness function across the Defence Enterprise.

These roles offer candidates with strong strategic thinking, stakeholder engagement, and analytical skills, an opportunity to work across Defence and with our Whole-of-Government partners to support preparedness. The Branch has an integrated ADF, APS and contracted workforce. The advertised roles are for the Operational Preparedness Directorate.

A merit pool may be created to fill vacancies across all the Branch’s three Directorates:

Operational Preparedness Directorate manages the preparedness requirements, assurance, analysis and reporting of the current force through the evaluation of readiness and sustainability of Defence. This preparedness function occurs through the enterprise preparedness IT tool that the Directorate develops and manages. The Directorate is responsible for providing preparedness reporting and advice to Defence senior leadership and Government.

Policy and Plans Directorate is responsible for preparedness planning to inform all echelons of Defence, setting preparedness requirements through the Defence Preparedness Directive, the integration of preparedness across the enterprise, and the management of governance and supporting functions for the Defence Preparedness Management System.

Strategic Preparedness Directorate manages the requirements, capability analysis, initiatives, and assurance for preparedness of the future force. The Directorate is responsible for evaluating readiness and sustainability through a strategic lens that focuses on building military capability and proficiency for future crises or conflict, while still meeting existing strategic missions and demands.

Our Ideal Candidate

We are seeking motivated, resilient and collaborative individuals to join us to implement the Defence Preparedness Management System in response to the National Defence Strategy and military planning. To succeed in these roles, you are encouraged to 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.

You will possess an ability to examine Australia’s current geo-strategic environment, understanding implications for national and international events and issues on Defence. Applicants should have an understanding of key Defence capability, literacy of the ADF and analysis experience.

You will possess strong writing, analytical and excellent interpersonal skills, including the ability to build constructive professional relationships with stakeholders. You will 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 these roles.

APS 6 Capability Analysts will be required to demonstrate the following skills and experience:

- Demonstrated high-level written and verbal communication skills, with the ability to explain complex information clearly, concisely and effectively to diverse audiences, and build positive working relationships with stakeholders.
- Highly developed applied conceptual thinking and reasoning skills.
- High Standard of time and task management skills. Be able to work to deadlines and effectively adjust to changing priorities.
- Lead analysis on quantitative and qualitative information from multiple sources to identify insights relevant to complex problems.
- Build and sustain collaborative relationships with internal and external stakeholders and negotiate effectively to deliver business outcomes. Experience in risk assessment, quality analysis of mixed data sets, and insights of complex analytical problems.
- High standard of flexibility in responding to changing context and shifting priorities.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Chantel Bryden, 02 5108 2559
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E6486D11-2227-F3E9-7433-ED4

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Defence

Vacancy VN-0772611

Department of Defence

Closing Date:Monday 28 September 2026

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$89,841 - $96,829
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 5
Position Number	CASG/04573/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=43A7CC09-4B52-1CA9-4BAB-ED4BDF3534B2

Duties

The Role

The APS 5 Project Support Officer (Fundamental Inputs to Capability) provides high-quality project coordination and administrative support to ensure the successful delivery of organisational projects and programs. Working with limited supervision, the role supports project governance, reporting, stakeholder engagement, risk and issue management, and the maintenance of project documentation.

The position requires strong organisational skills, attention to detail, and the ability to manage competing priorities while contributing to project outcomes in a collaborative team environment.

About our Team

Our team is responsible for supporting the development and delivery of an ACAT 1 capability project through the Government approval process and progress into acquisition. Key functions include project coordination, schedule and risk management, stakeholder engagement, governance support, requirements development, and preparation of decision-support documentation.

The team works closely with Defence stakeholders, industry partners and capability managers to ensure that project activities align with strategic capability objectives, investment priorities and Defence's Integrated Investment Program.

By providing robust project governance, accurate reporting and effective coordination across multiple stakeholders, the team contributes to the organisation's objective of delivering capability that enhances Defence's operational effectiveness, supports national security outcomes, and achieves value for money for the Commonwealth.

Our Ideal Candidate

Our ideal candidate will:

- Possess the ability to work independently and with limited supervision, as well as the capacity to use your initiative and solve problems.
- Have well developed task management and organisational skills, applying judgement to ensure that all queries and tasks are appropriately addressed in a timely manner.
- Act in a manner that advances the reputation of ADS Branch as professional, responsive, outcomes oriented.
- Be flexible, motivated and resourceful.
- Have strong communication skills and administrative experience.
- Possess interpersonal skills and be capable of working with a wide variety of stakeholders across a number of projects and products.
- Have a high level of computer literacy.
- Have the capacity to think strategically and develop plans and processes to enhance the achievement of business outcomes and drive continuous improvement.
- Be able to exercise both initiative and judgement in the interpretation of policy and in the application and delivery of practices and procedures.
- Liaise with internal and external stakeholders and build good working relationships as the sole point of contact (POC) for assistance and general project enquiries.
- Demonstrate integrity, curiosity, resilience, a willingness to learn, and the ability to work effectively and independently within an integrated team.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Rachelle Lynch, 02 6246 8539
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=43A7CC09-4B52-1CA9-4BAB-ED

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Defence

Vacancy VN-0772612

Department of Defence

Closing Date:Wednesday 30 September 2026

Australian Defence Force HeadQuarters
Military Strategic Plans

Job Title	Capability Analyst
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$89,841 - $96,829
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 5
Position Number	ADFHQ/05235/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=0E5E6B11-CAE7-91D2-DC16-ED4BDDEB3ACE

Duties

The Role

As a Capability Analyst, you will be required to undertake complex writing and analytical work to deliver timely, accurate and evidence-based advice to supports strategic decision-making. The role is responsible for integrating preparedness and capability information, intelligence, and data from other sources to assess emerging risks, issues and insights that may affect Defence preparedness.

You will be involved in stakeholder engagement in relation to complex or sensitive issues, and support setting preparedness requirements. You will support or represent the Directorate at stakeholder forums, participate in workshops, and coordinate consultation.

Key requirements:

- Produce high-quality analytical reports, advice and requirements setting by applying analytical techniques.
- Effectively manage all stakeholders both internal and external.
- Identify and deliver solutions to preparedness management functions in a dynamic environment.
- Communicate complex ideas clearly to a wide range of diverse stakeholders.

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Our Ideal Candidate

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You will possess an ability to examine Australia’s current geo-strategic environment, understanding implications for national and international events and issues on Defence. Applicants should have an understanding of key Defence capability, literacy of the ADF and analysis experience.

You will possess strong writing, analytical and excellent interpersonal skills, including the ability to build constructive professional relationships with stakeholders. You will 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 these roles.

APS 5 Capability Analysts will be required to demonstrate the following skills and experience:

- Written communication skills, including the ability to produce clear and concise reports, briefs and correspondence.
- Developed conceptual thinking and reasoning skills.
- Well-developed time and task management skills. Be able to work to deadlines and effectively adjust to changing priorities.
- Ability to support analysis of quantitative and qualitative information from multiple sources and identify insights relevant to complex problems.
- Ability to sustain effective relationships with internal and external stakeholders.
- Flexibility in responding to changing context and shifting priorities.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Chantel Bryden, 02 5108 2559
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0E5E6B11-CAE7-91D2-DC16-EI

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Defence

Vacancy VN-0772613

Department of Defence

Closing Date:Wednesday 30 September 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Logistics Store Person
Job Type	Full-Time, Ongoing
Location	Port Wakefield SA
Salary	$72,275 - $79,635
Future Merit Locations	Port Wakefield
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 3
Position Number	JCG/05268/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=573B8D36-76C8-53C6-7D6D-ED4BDE901DD7

Duties

The Role

The Logistics Officer at Port Wakefield supports the management of equipment, materials, and warehouse operations for JPEU. The role involves maintaining stores, ordering and tracking supplies, receiving and inspecting deliveries, managing inventory records, conducting stocktakes, and ensuring stock is stored safely and efficiently.

The position works closely with suppliers and purchasing staff, assists with procurement and invoice processes, and provides supply chain updates to stakeholders. Responsibilities also include relocating stock, maintaining storage areas and equipment, processing requisitions, and delivering materials when required.

The role requires adherence to Defence procurement policies, workplace safety procedures, risk management requirements, and general warehouse maintenance to ensure effective and efficient logistics support.

About our Team

The logistics Q Store teams provide support for operational activities at the Joint Proof & Experimental Unit (JPEU). The Q Store team functions are critical to the supply chain at JPEU. The team provides warehousing and distribution support, as well as providing governance of unit-owned equipment through mandated programs such as cyclic stocktaking and ROMAN asset counts.

We work with a variety of stakeholders to ensure they are supported in all their logistics requirements, including the procurement of equipment from commercial suppliers. Q Stores also works closely with other support sections to ensure we maintain calibrated equipment for use on the range. Q Store teams work on a number of IT systems such ERP, SharePoint and Objective.

Our Ideal Candidate

Our ideal candidate will possess the following characteristics:

- A strong understanding of inventory and management processes and practices
- Possess strong verbal and non-verbal communication skills, and the ability to build positive working relationships with a range of stakeholders
- Make positive contributions to a small team, building and sustaining effective professional relationships with team members
- Take the initiative to learn and develop their understanding of logistics procedures, legislation, policy and regulatory frameworks
- Possess strong IT skills

The right person for this role will show the flexibility to respond to the changing context and shifting priorities of JPEU, to achieve business outcomes. In this role, the individual will provide support to a geographically dispersed team.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Rebecca-Lee Kempton, 03 57363 044
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=573B8D36-76C8-53C6-7D6D-ED

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Defence

Vacancy VN-0772616

Department of Defence

Closing Date:Wednesday 30 September 2026

Security and Estate Group
Service Delivery Division

Job Title	Service Delivery Manager
Job Type	Full-Time, Ongoing
Location	Fremantle WA, Perth WA
Salary	$99,733 - $112,431
Future Merit Locations	Fremantle, Perth
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	SEG/05122/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=AF1B1D19-7857-42BE-5CBC-ED4BDFC4E7A9

Duties

The Role

Please note Leeuwin Barracks is in scope for divestment under Defence Estate Audit outcomes. Subsequently, please expect your work location to change to another WA site in the next 12-24 months. Any future workforce relocations will be managed in accordance with Defence policies and support arrangements.

We have an APS6 Service Delivery Manager (SDM) vacancy located at Fremantle (Leeuwin Barracks - WA). The successful candidate will play a key role in embedding the branch's future operating model by supporting structured onboarding pathways, coaching-led performance management, and customer-centred service delivery practices. You will help shift the focus from measuring activity to achieving meaningful customer outcomes, including resolution, quality, and customer effort.

You will coach team leaders and service delivery staff, build workforce capability, and create a culture where learning, accountability, and continuous improvement are valued. You will use performance information, customer feedback, and operational insights to identify trends, manage risks, and improve service outcomes.

Your leadership will directly influence the experience of Defence customers and contribute to the delivery of an integrated, modern, and sustainable customer service function across Defence. This is an opportunity to help shape the future direction of Defence customer service while contributing to large-scale service reform and workforce transformation initiatives.

You will lead geographically dispersed customer service teams responsible for delivering consistent, high-quality Level 1 services. You will oversee service performance, workforce capability, customer outcomes, and operational risk within a dynamic and evolving service environment.

We are looking for leaders who:

- Lead teams to deliver quality customer service across phone, email, digital, and other service channels.
- Support service improvements by sharing knowledge, building capability, and encouraging accountability.
- Use data, customer feedback, and team insights to identify issues and improve service outcomes.
- Coach and support staff to build skills, improve performance, and maintain wellbeing.
- Lead teams through change, supporting adoption of new ways of working, technologies, and service delivery practices.

Key Responsibilities:

- Lead and support Service Delivery Officers to deliver consistent and customer-focused outcomes across multiple service channels.
- Build workforce capability through coaching, mentoring and performance development
- Use operational data to identify improvement opportunities and address service risks.
- Work collaboratively with stakeholders to resolve customer issues and support service reforms.

Site Responsibilities:

- Service Delivery Managers supervise teams across multiple locations.
- Travel independently between sites as required to support operational and leadership responsibilities (current Driver's Licence required).
- Service Delivery Managers operate within a nationally connected network and may be required to collaborate with leaders, stakeholders and teams across multiple Defence locations to support consistent customer outcomes.

About our Team

We are part of the Customer Services & South East Zone (CS&SEZ) within the Security and Estate Group (SEG). Security and Estate Group is delivering significant service reforms designed to improve customer experience, strengthen workforce capability and support a modern, integrated approach to service delivery across Defence.

We deliver trusted customer services that support Defence personnel, their families, industry partners, and the broader Defence community. Our role is to provide a consistent and reliable front door for customer enquiries, ensuring customers can access the right support through effective service delivery and clear escalation pathways.

Our team supports customers with enquiries relating to pay, travel, entitlements, and a range of other Defence services, with a strong focus on resolving issues at the earliest appropriate point and delivering positive customer outcomes.

We are building a customer-focused, outcome-driven service that emphasises resolution, workforce capability, continuous improvement, and service excellence. We support customers across phone, email, digital, and emerging service channels, working closely with specialist teams and enabling functions to deliver seamless and consistent experiences.

Our focus is shifting from measuring activity to understanding customer outcomes, reducing customer effort and improving first-contact resolution wherever possible.

We are a collaborative and high-performing team that values accountability, learning, innovation, and customer outcomes. No two days are the same. You'll have the opportunity to lead people, influence positive change, contribute to meaningful reform, and help shape the future of Defence customer service while making a real difference for our customers, colleagues, and the Defence community.

Our Ideal Candidate

We are proud of our positive, collaborative and supportive workplace culture. We value teamwork, respect, and inclusion. We are looking for leaders to contribute to the culture we’ve built together.

We are looking for leaders who can:

- Support the implementation of the transformation program through workforce development, knowledge sharing, governance discipline, and continuous improvement.
- Champion customer-centric service delivery principles and continuously seek opportunities to improve the customer experience.
- Lead, coach, and empower teams to deliver exceptional customer outcomes in a complex service delivery environment.

- Create high-performing teams that balance service outcomes, workforce wellbeing, and operational performance.
- Communicate with influence and build trusted relationships across stakeholders, customers, and service partners.
- Interpret and apply legislation, policy, governance requirements, and service delivery frameworks with confidence and professionalism.
- Take ownership of results and be accountable for customer outcomes, workforce capability, and service performance.

If this sounds like you, previous APS experience is not essential. We welcome applications from experienced leaders who are passionate about customer service, workforce development, continuous improvement, and leading teams through positive change. If you are looking for a rewarding leadership role where you can help shape the future of Defence customer service, engage with the Contact Officer to discuss further.

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	Jason Bell, 03 8326 0980
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AF1B1D19-7857-42BE-5CBC-EE

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Defence

Vacancy VN-0772636

Department of Defence

Closing Date:Thursday 08 October 2026

Governance Group
Defence Integrity

Job Title	Internal Audit Governance Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,393 - $140,315
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	Executive Level 1
Position Number	GG/05168/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=284EADB1-93CF-116A-7D48-ED4BE0DD39C4

Duties

The Role

As the EL 1 Internal Audit Governance Manager within the Audit and Fraud Control Branch, you will manage the Defence Assurance Map, Internal Audit Quality Assurance and Improvement Program, contribute to the Strategic Internal Audit Plan, and prepare assurance reporting and executive briefings as required.

This role focuses on internal audit governance rather than the delivery of individual audit engagements, although support for audit management may be required from time to time. You will apply your audit and assurance expertise to assess the Internal Audit function and audit service

providers' compliance with the Institute of Internal Auditors' Global Internal Audit Standards. Strong written and verbal communication, analytical, critical thinking, data analysis, and attention-to-detail skills are essential.

Key responsibilities include:

- Plan and manage the Defence Assurance Map by engaging with Defence Groups and Services to identify, assess and analyse assurance functions.
- Provide audit and assurance guidance and support to Defence Groups and Services to strengthen operational assurance frameworks and processes, including facilitating workshops and presentations where necessary.
- Manage the annual Internal Audit Quality Assurance and Improvement Program, working with the Internal Audit team and service providers to assess their compliance with the Global Internal Audit Standards, identify improvement opportunities, and report outcomes to the Defence Audit and Risk Committee.
- Support strategic audit planning, including the development of the Defence risk-based Strategic Internal Audit Plan and audit and assurance programs.
- Maintain audit methodologies, quality assurance frameworks, and compliance with the Institute of Internal Auditors professional standards.
- Build stakeholder relationships and engaging with business areas to identify emerging risks and assurance needs.
- Prepare high-quality audit reports, assurance products, and briefing materials for senior executives, audit committees, and boards.
- Support recommendation assessment and monitoring, and oversee audit engagements delivered by Defence service providers as required.

This role offers a unique opportunity to enhance the effectiveness of the Internal Audit function through the delivery of governance and assurance activities. You will apply your audit and assurance expertise to strengthen internal audit capability and support the delivery of high-quality audit and assurance outcomes. Please note, this role currently has no direct reports, however, opportunities to supervise and mentor junior staff may arise in the future.

About our Team

The Internal Audit Governance team is a small, high-performing team within the Audit and Fraud Control Branch. Independent of the Internal Audit function, the team delivers the Internal Audit Quality Assurance and Improvement Program, providing governance and assurance that Defence Internal Audit and external service providers comply with the Institute of Internal Auditors' Global Internal Audit Standards and deliver high-quality outcomes.

It also leads the development of the Defence Assurance Map and supports the planning and delivery of the Defence Strategic Internal Audit Plan. This role offers a unique opportunity to apply your audit, assurance, risk, and analytical expertise in a dynamic and complex environment, while contributing to the continuous improvement and effectiveness of Defence's internal audit function.

Our Ideal Candidate

The ideal candidate will bring strong audit and assurance expertise, particularly in audit and assurance professional standards, sound professional judgement, and experience delivering or managing high-quality audits from planning through to completion. You will be skilled at navigating complex audit issues, identifying risks, providing constructive challenge, and delivering clear, actionable insights to stakeholders and senior leaders across Defence.

You will demonstrate strong leadership and stakeholder engagement skills, with the ability to build trusted relationships with senior executives and key decision-makers. Highly analytical and outcomes-focused, you can synthesise complex information and data into clear, concise, and impactful audit and assurance products while effectively managing competing priorities.

The ideal candidate will possess the following skills and experience:

- Demonstrated experience in internal audit, assurance, governance, risk management, or a related field.
- Experience developing and delivering assurance maps, internal audit plans, and Internal Audit Quality Assurance and Improvement Programs.
- Strong knowledge of the Institute of Internal Auditors' Global Internal Audit Standards and their practical application.
- Experience developing and implementing audit governance, quality assurance, and continuous improvement frameworks.
- Proven ability to analyse complex information, identify risks and control issues, and provide practical, evidence-based recommendations.
- Strong stakeholder engagement skills, with the ability to build and maintain productive relationships across all organisational levels.
- Highly developed written and verbal communication skills, including the ability to prepare high-quality reports, briefings, and committee papers.
- Strong planning, organisational, and self-management skills, with the ability to manage competing priorities and meet deadlines.
- Sound professional judgement, critical thinking, and attention to detail.
- Experience overseeing audit activities delivered by internal teams and external service providers is desirable.

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	Thea Kim, 02 6212 1598
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=284EADB1-93CF-116A-7D48-ED

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Defence

Vacancy VN-0772638

Department of Defence

Closing Date:Thursday 01 October 2026

Defence People Group
Military Personnel Division

Job Title	Transition Centre Second in Command
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	$89,841 - $96,829
Future Merit Locations	Amberley
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 5
Position Number	DPG/05256/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=947015BE-7C04-5C68-1848-ED4C1914FFA5

Duties

The Role

As the Transition Centre Second in Command (2IC), you will play an important role in supporting Australian Defence Force (ADF) members and their families as they prepare to transition from military service to civilian life. Working closely with the Officer in Charge (OIC), you will contribute to the delivery of high-quality transition services that help members navigate their individual transition journey and access available support programs and services.

Operating within a dynamic and people-focused environment, the 2IC supports the leadership and day-to-day management of an integrated workforce comprising ADF, Australian Public Service (APS) and contracted personnel. You will provide guidance on more complex transition matters, support quality assurance and governance activities, and contribute to continuous improvement initiatives that enhance service delivery and outcomes for members.

The Transition Centre 2IC will build productive relationships with a broad range of stakeholders, including Defence personnel, service providers and external organisations. You will act as an escalation point for complex enquiries, assist with case management activities and work collaboratively to identify practical solutions to support members with complex transition needs.

Key aspects of the role include supporting the delivery of the Defence Force Transition Program, conducting transition support sessions, assisting members to develop individualised Transition Plans, facilitating referrals to specialist services and providing advice on available transition benefits and administrative processes.

This is a rewarding opportunity to make a meaningful difference to the lives of ADF members and their families while contributing to Defence's commitment to supporting those who have served Australia.

About our Team

The Joint Transition Authority (JTA) leads Defence's transition system, ensuring ADF members and their families are supported throughout their transition, both during service and as they move to civilian life. Transition Service Delivery staff are located predominantly in JTA Transition Centres, located across major military establishments nationally.

In line with Defence's strategic priorities, JTA is implementing a national operating model that delivers a streamlined and consistent transition experience for all ADF members, regardless of Service. The team is committed to helping members and their families prepare early for transition, build confidence for life after service and access the support, information and opportunities they need to achieve positive outcomes.

Working in a Transition Centre offers the opportunity to make a meaningful difference in the lives of current and former ADF members and their families.

Our Ideal Candidate

We are seeking a motivated and adaptable professional who is passionate about supporting ADF members and their families through one of the most significant periods of their lives. You will bring a strong customer service focus and a commitment to delivering high-quality support services in a complex and dynamic environment.

You will have well-developed interpersonal and communication skills, enabling you to build trust, establish productive working relationships and engage confidently with a diverse range of stakeholders. Your ability to work collaboratively within integrated teams will be critical to achieving positive outcomes for members and their families. The successful candidate will be comfortable presenting information large groups, adapting their communication style to suit different audiences and delivering information in a clear and professional manner.

The ideal candidate will use a trauma-informed approach when supporting members, recognising the diverse experiences and circumstances they may face during transition. You will respond to

sensitive matters with empathy, professionalism and sound judgement. Strong organisational skills and attention to detail are essential. You will maintain accurate case notes and records, with an understanding of the importance of documenting information in accordance with privacy requirements and information management standards.

Most importantly, you will exercise initiative, sound judgement and professionalism when supporting members with varying and sometimes complex needs. You will be committed to continuous improvement and delivering services that help ADF members and their families prepare for a successful transition from military service to civilian life.

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	Linda Bone, 07 4446 2152
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=947015BE-7C04-5C68-1848-ED4

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Defence

Vacancy VN-0772639

Department of Defence

Closing Date:Thursday 01 October 2026

Defence People Group
Military Personnel Division

Job Title	Transition Centre Second in Command
Job Type	Full-Time, Ongoing
Location	Holsworthy NSW
Salary	-
Future Merit Locations	Holsworthy
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 5
Position Number	DPG/05265/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E77B485B-BD67-D08E-96EB-ED4C19B8F227

Duties

The Role

As the Transition Centre Second in Command (2IC), you will play an important role in supporting Australian Defence Force (ADF) members and their families as they prepare to transition from military service to civilian life. Working closely with the Officer in Charge (OIC), you will contribute to the delivery of high-quality transition services that help members navigate their individual transition journey and access available support programs and services.

Operating within a dynamic and people-focused environment, the 2IC supports the leadership and day-to-day management of an integrated workforce comprising ADF, Australian Public Service (APS) and contracted personnel. You will provide guidance on more complex transition matters, support quality assurance and governance activities, and contribute to continuous improvement initiatives that enhance service delivery and outcomes for members.

The Transition Centre 2IC will build productive relationships with a broad range of stakeholders, including Defence personnel, service providers and external organisations. You will act as an escalation point for complex enquiries, assist with case management activities and work collaboratively to identify practical solutions to support members with complex transition needs.

Key aspects of the role include supporting the delivery of the Defence Force Transition Program, conducting transition support sessions, assisting members to develop individualised Transition Plans, facilitating referrals to specialist services and providing advice on available transition benefits and administrative processes.

This is a rewarding opportunity to make a meaningful difference to the lives of ADF members and their families while contributing to Defence's commitment to supporting those who have served Australia.

About our Team

The Joint Transition Authority (JTA) leads Defence's transition system, ensuring ADF members and their families are supported throughout their transition, both during service and as they move to civilian life. Transition Service Delivery staff are located predominantly in JTA Transition Centres, located across major military establishments nationally.

In line with Defence's strategic priorities, JTA is implementing a national operating model that delivers a streamlined and consistent transition experience for all ADF members, regardless of Service. The team is committed to helping members and their families prepare early for transition, build confidence for life after service and access the support, information and opportunities they need to achieve positive outcomes.

Working in a Transition Centre offers the opportunity to make a meaningful difference in the lives of current and former ADF members and their families.

Our Ideal Candidate

We are seeking a motivated and adaptable professional who is passionate about supporting ADF members and their families through one of the most significant periods of their lives. You will bring a strong customer service focus and a commitment to delivering high-quality support services in a complex and dynamic environment.

You will have well-developed interpersonal and communication skills, enabling you to build trust, establish productive working relationships and engage confidently with a diverse range of

stakeholders. Your ability to work collaboratively within integrated teams will be critical to achieving positive outcomes for members and their families. The successful candidate will be comfortable presenting information large groups, adapting their communication style to suit different audiences and delivering information in a clear and professional manner.

The ideal candidate will use a trauma-informed approach when supporting members, recognising the diverse experiences and circumstances they may face during transition. You will respond to sensitive matters with empathy, professionalism and sound judgement. Strong organisational skills and attention to detail are essential. You will maintain accurate case notes and records, with an understanding of the importance of documenting information in accordance with privacy requirements and information management standards.

Most importantly, you will exercise initiative, sound judgement and professionalism when supporting members with varying and sometimes complex needs. You will be committed to continuous improvement and delivering services that help ADF members and their families prepare for a successful transition from military service to civilian life.

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	Linda Bone, 07 4446 2152
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E77B485B-BD67-D08E-96EB-ED

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Defence

Vacancy VN-0772643

Department of Defence

Closing Date:Thursday 01 October 2026

Defence People Group
Military Personnel Division

Job Title	Transition Centre Second in Command
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	-
Future Merit Locations	Enoggera
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 5
Position Number	DPG/05270/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=AC65CB6B-5F43-935E-9C43-ED4C1A2E2018

Duties

The Role

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Working in a Transition Centre offers the opportunity to make a meaningful difference in the lives of current and former ADF members and their families.

Our Ideal Candidate

We are seeking a motivated and adaptable professional who is passionate about supporting ADF members and their families through one of the most significant periods of their lives. You will bring a strong customer service focus and a commitment to delivering high-quality support services in a complex and dynamic environment.

You will have well-developed interpersonal and communication skills, enabling you to build trust, establish productive working relationships and engage confidently with a diverse range of stakeholders. Your ability to work collaboratively within integrated teams will be critical to achieving positive outcomes for members and their families. The successful candidate will be comfortable presenting information large groups, adapting their communication style to suit different audiences and delivering information in a clear and professional manner.

The ideal candidate will use a trauma-informed approach when supporting members, recognising the diverse experiences and circumstances they may face during transition. You will respond to sensitive matters with empathy, professionalism and sound judgement. Strong organisational skills and attention to detail are essential. You will maintain accurate case notes and records, with an understanding of the importance of documenting information in accordance with privacy requirements and information management standards.

Most importantly, you will exercise initiative, sound judgement and professionalism when supporting members with varying and sometimes complex needs. You will be committed to continuous improvement and delivering services that help ADF members and their families prepare for a successful transition from military service to civilian life.

Eligibility

Security Clearance:

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

Notes

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

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	Linda Bone, 07 4446 2152
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AC65CB6B-5F43-935E-9C43-ED

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Defence

Vacancy VN-0772687

Department of Defence

Closing Date:Thursday 01 October 2026

Defence People Group
Military Personnel Division

Job Title	Transition Centre Second in Command
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	-
Future Merit Locations	Townsville
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 5
Position Number	DPG/05267/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8ECDE914-C027-71EE-F4DA-ED4CCF3F6309

Duties

The Role

As the Transition Centre Second in Command (2IC), you will play an important role in supporting Australian Defence Force (ADF) members and their families as they prepare to transition from military service to civilian life. Working closely with the Officer in Charge (OIC), you will contribute to the delivery of high-quality transition services that help members navigate their individual transition journey and access available support programs and services.

Operating within a dynamic and people-focused environment, the 2IC supports the leadership and day-to-day management of an integrated workforce comprising ADF, Australian Public Service (APS) and contracted personnel. You will provide guidance on more complex transition matters, support quality assurance and governance activities, and contribute to continuous improvement initiatives that enhance service delivery and outcomes for members.

The Transition Centre 2IC will build productive relationships with a broad range of stakeholders, including Defence personnel, service providers and external organisations. You will act as an escalation point for complex enquiries, assist with case management activities and work collaboratively to identify practical solutions to support members with complex transition needs.

Key aspects of the role include supporting the delivery of the Defence Force Transition Program, conducting transition support sessions, assisting members to develop individualised Transition Plans, facilitating referrals to specialist services and providing advice on available transition benefits and administrative processes.

This is a rewarding opportunity to make a meaningful difference to the lives of ADF members and their families while contributing to Defence's commitment to supporting those who have served Australia.

About our Team

The Joint Transition Authority (JTA) leads Defence's transition system, ensuring ADF members and their families are supported throughout their transition, both during service and as they move to civilian life. Transition Service Delivery staff are located predominantly in JTA Transition Centres, located across major military establishments nationally.

In line with Defence's strategic priorities, JTA is implementing a national operating model that delivers a streamlined and consistent transition experience for all ADF members, regardless of Service. The team is committed to helping members and their families prepare early for transition, build confidence for life after service and access the support, information and opportunities they need to achieve positive outcomes.

Working in a Transition Centre offers the opportunity to make a meaningful difference in the lives of current and former ADF members and their families.

Our Ideal Candidate

We are seeking a motivated and adaptable professional who is passionate about supporting ADF members and their families through one of the most significant periods of their lives. You will bring a strong customer service focus and a commitment to delivering high-quality support services in a complex and dynamic environment.

You will have well-developed interpersonal and communication skills, enabling you to build trust, establish productive working relationships and engage confidently with a diverse range of stakeholders. Your ability to work collaboratively within integrated teams will be critical to achieving positive outcomes for members and their families. The successful candidate will be comfortable presenting information large groups, adapting their communication style to suit different audiences and delivering information in a clear and professional manner.

The ideal candidate will use a trauma-informed approach when supporting members, recognising the diverse experiences and circumstances they may face during transition. You will respond to

sensitive matters with empathy, professionalism and sound judgement. Strong organisational skills and attention to detail are essential. You will maintain accurate case notes and records, with an understanding of the importance of documenting information in accordance with privacy requirements and information management standards.

Most importantly, you will exercise initiative, sound judgement and professionalism when supporting members with varying and sometimes complex needs. You will be committed to continuous improvement and delivering services that help ADF members and their families prepare for a successful transition from military service to civilian life.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Linda Bone, 07 4446 2152
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8ECDE914-C027-71EE-F4DA-E[

Education

Vacancy VN-0772465

National Gallery of Australia

Closing Date:Sunday 20 September 2026

Marketing, Communications & Visitor Experience Directorate

Job Title	Portfolio Coordinator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$83,081 - $89,137
Future Merit Locations	Parkes
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On-Site Position, flexible conditions and ability to apply to work from home
Classification	APS Level 5
Position Number	0141
Agency Website	https://nga.gov.au

Job Description

https://nga.gov.au/about-us/jobs/

Supporting the Marketing, Communications and Visitor Experience Portfolio, the role performs a range of administrative, planning, reporting, recruitment and project tasks that are required for the Portfolio to operate in a compliant, efficient and effective way and positively contribute to the work of the National Gallery and its culture.

Successful candidates will gain from the experience:

- Exposure to senior leaders
- Engagement with the rich diversity of teams and functions across the Portfolio
- Insight into the strategic and operational context of the National Gallery
- Insight into the obligations of the National Gallery, as a Corporate Commonwealth Entity (CCE)
- A close working relationship with other team members in similar roles

There are multiple Portfolio Coordinator placements available including both full-time and part-time, ongoing and non-ongoing. Depending on the placement you may be supporting other Portfolios and Assistant Directors within the Gallery.

Please identify in your application whether you prefer full-time, or part-time roles.

Duties

In accordance with the APS5 work level standards, you will:

- Provide professional support to the Assistant Director and the Marketing, Communications and Visitor Experience Portfolio teams through coordination of communication and reports for internal and external stakeholders, supporting travel arrangements, supporting Portfolio engagement and culture activities, supporting recruitment, onboarding and induction actions for the Portfolios, and secretariat support as required.
- Support planning and delivery of special projects, events and administration across the Portfolio.
- Build strong working relationships and rapport with key stakeholders and represent the National Gallery with professionalism and integrity.
- Develop and deliver highly efficient processes in support of the objectives, priorities and deadlines of the Senior Management Group (SMG) and Portfolio, applying initiative and problem-solving skills.
- Exercise sound professional judgement and use a common-sense approach when dealing with issues, problems, confidential and sensitive matters, ensuring diplomacy and discretion.
- Work closely with your colleagues to ensure a coordinated approach to supporting the Senior Management Group as a whole.
- Provide other high-level executive support and duties as required.

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

Working With Vulnerable People Check (WWVP) – to be eligible for this role you must hold a current WWVP card.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications /certification and/or registrations include:

- Relevant qualifications in Business, Communication, Marketing or other relevant discipline OR equivalent experience is desirable.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

You should provide a tailored CV (**maximum of three pages**) along with a **statement** of no more than **two pages** that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit or merit pool, may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Susie Barr, 02 6240 7472
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education

Vacancy VN-0772538

Tertiary Education Quality and Standards Agency

Closing Date:Sunday 27 September 2026

Communications and Engagement Communications

Job Title	Assistant Director Communications and Media
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$124,681 - $137,803
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Melbourne or Canberra (other locations may be considered)
Classification	Executive Level 1
Position Number	TBA
Agency Website	www.teqsa.gov.au

Job Description

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

The Assistant Director Communications and Media leads a small, highly skilled team of multidisciplinary communications professionals delivering TEQSA’s strategic and operational communications.

A key focus of the role is leading and enabling an established, capable team: setting priorities, triaging competing demands, managing workflow and resources, and ensuring high-quality communications are delivered in a timely and coordinated way.

The Assistant Director provides clear direction and support while empowering team members to continue to apply their expertise and take ownership of their work.

The role has a strong focus on media and issues management. You will lead TEQSA's day-to-day media function, manage reactive and proactive media activity, identify and respond to emerging issues and provide timely, trusted strategic advice to the CEO, senior executive team and other leaders.

You will lead the agency's communications function with a strong focus on external communications, media and issues management, digital communications, stakeholder engagement and social channels while overseeing aligned internal communication planning and delivery.

Duties

As Assistant Director Communications and Media, you will be responsible and accountable for:

- leading and managing the Communications team, setting priorities, triaging competing demands and managing workflow and resources; building team capability; and ensuring communication products and services are timely, coordinated and of a consistently high standard.
- leading TEQSA's day-to-day media and issues management, including proactive and reactive media activity, monitoring and identifying emerging issues, managing media enquiries and providing strategic advice on communications and reputational risk.
- overseeing the planning and delivery of TEQSA's communications, including key publications and communication products, website and digital content, social media and internal communications, ensuring they are accurate, accessible, audience focused and consistent with TEQSA's brand, editorial and relevant Australian Government standards.
- strengthening TEQSA's communications capability and relationships, including implementing and continually improving communications strategies and plans, building productive relationships with internal and external stakeholders, monitoring communication outcomes, and representing TEQSA in relevant cross-agency and sector forums.

Our ideal candidate

TEQSA is looking for high-performing and agile team members who are committed to TEQSA's role in assuring the quality and integrity of Australian higher education and protecting students' interests.

Our ideal candidate will have:

1. Demonstrated leadership and people management capability, including setting priorities, managing workflow and performance, building team capability, supporting continuous improvement and ensuring high-quality and timely outcomes.
2. Demonstrated experience in media relations and issues management, including providing strategic media advice, managing proactive and reactive media engagement, responding to complex and sensitive media enquiries, and identifying and managing emerging issues and reputational risks.
3. Demonstrated experience developing and delivering communication strategies and plans that support organisational priorities, working collaboratively with subject matter experts and managing competing priorities and complex projects.

4. Demonstrated ability to build and maintain productive, trusted relationships with senior leaders and key internal and external stakeholders, and to understand and respond to developments in a complex regulatory, government or public policy environment.
5. Sound judgement, resilience and political awareness, with demonstrated ability to work with a high degree of autonomy and provide high-quality, strategic communication advice on complex, sensitive and emerging issues, often within tight timeframes.
6. High level written and oral communication skills, including the ability to translate complex, technical or sensitive information into clear, accurate and compelling communications tailored to diverse audiences, and strong editing and proofreading capability.
7. Sound knowledge of, or the ability to quickly develop knowledge of, the Australian Government and APS operating environment, including relevant communication, accessibility and publishing requirements.

Qualifications and experience

The following experience or qualifications will be highly regarded:

- relevant tertiary qualifications in communications, journalism, or related discipline, and/or substantial relevant professional experience
- communications experience in government, a regulatory environment, higher education or another complex public-facing organisation
- demonstrated experience working across contemporary digital communication channels and platforms
- experience managing complex communications projects and competing priorities
- digital and website content and publications production skills and experience, and
- project or change management experience.

Eligibility

The successful applicant must:

- be an Australian citizen.
- be able to complete a satisfactory National Police Check.
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA, which must be maintained throughout the period of employment.

Notes

- This recruitment process is being conducted to fill an ongoing vacancy.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies. It is active for 18 months from the date of this advertisement.
- Before commencing in the role, the successful candidate will be required to disclose details of any material personal interests in connection with their employment at TEQSA via a Declaration of Interest form and seek approval to undertake any outside employment (paid or unpaid) via an Outside Employment application.
- For further information on this role, please contact Julie Pearce on 03 8306 2567 or email recruitment@teqsa.gov.au

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

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

About the Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1. Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Julie Pearce, 03 8306 2567
Agency Recruitment Site	https://www.teqsa.gov.au/about-us/careers

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Environment and Energy

Vacancy VN-0772624

Clean Energy Regulator

Closing Date:Sunday 27 September 2026

Corporate Finance

Job Title	Cost Recovery Manager - Finance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$150,252 - $176,995
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation and where appropriate based on the specifics of the role.
Classification	Executive Level 2
Position Number	CER 090/26
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

About the Branch

The Corporate Branch delivers enabling services that support the effective and efficient operation of the agency and ensures compliance with legislation, policies and government frameworks as a non-corporate Commonwealth entity.

The branch supports corporate accountability, resource stewardship and organisational capability including communications, human resources, finance, procurement, planning, parliamentary services, reporting, facilities management and security.

About the Section

The Finance team supports the agency through the delivery of high-quality financial management, budgeting, reporting, procurement, treasury and strategic financial advisory services.

The section works closely with business areas to ensure resources are managed effectively and that financial management practices support organisational objectives, legislative compliance and value-for-money outcomes.

The Cost Recovery Manager is responsible for establishing, maintaining and continuously improving the agency's cost recovery framework and capability to support existing and future regulatory schemes. The role leads cost recovery policy, costing methodologies, charging models and stakeholder engagement activities to ensure alignment with the Australian Government Charging Framework and Department of Finance guidance.

About the Role

We are seeking a strategic and experienced financial leader with demonstrated expertise in cost recovery, pricing, funding and financial sustainability models. The successful candidate will possess strong analytical capability, including financial modelling, costing methodologies and business case development, and the ability to provide strategic advice on complex financial and policy matters.

You will have a proven ability to build productive relationships and influence senior executives, government agencies and external stakeholders. You will also demonstrate excellent written and verbal communication skills, with the ability to translate complex financial concepts into practical business information for diverse audiences.

You will bring strong technical expertise and a sound understanding of the Australian Government Charging Framework, the PGPA Act and Resource Management Framework, financial management, budgeting and forecasting practices, and cost allocation and activity-based costing methodologies. Experience developing governance frameworks, policies and assurance processes is essential.

As a Cost Recovery Manager, you will demonstrate the ability to lead multidisciplinary teams and deliver outcomes through others. You will have experience building capability, driving change and fostering a high-performing and collaborative culture that supports organisational objectives.

Duties

As a member of the Finance leadership team, the Cost Recovery Manager will provide:

- Lead the development, implementation and continuous improvement of the agency's cost recovery strategy, frameworks and charging arrangements to support organisational priorities and regulatory outcomes.
- Provide authoritative strategic advice to the CFO, Executive Leadership Team and senior stakeholders on cost recovery policy, financial sustainability, risks and opportunities.
- Lead the design, implementation and review of activity-based costing, pricing and charging models in accordance with the Australian Government Charging Framework and related guidance.
- Oversee the development of Cost Recovery Implementation Statements (CRIS), charging assessments and cost allocation methodologies to support transparent, defensible and auditable outcomes.

- Lead complex financial modelling, analysis and evaluation activities to inform pricing decisions, policy proposals, business cases and cost recovery initiatives.
- Monitor cost recovery performance and provide high-quality reporting, insights and recommendations to support executive decision-making.
- Lead engagement and represent the agency in discussions with internal stakeholders, portfolio partners, central agencies and external entities on cost recovery matters.
- Establish and oversee governance, assurance and control frameworks that support effective cost recovery management and compliance obligations.
- Lead, develop and mentor staff, fostering a high-performing, collaborative and inclusive team culture.
- Build organisational capability and drive continuous improvement in cost recovery, financial management, modelling and reporting practices.
- Undertake other duties consistent with the classification and operational requirements of the agency.

Knowledge, Skills and Attributes

Essential

- Relevant tertiary qualifications in Accounting, Commerce, Economics, Finance or a related discipline.
- Demonstrated experience in Commonwealth Government financial management, cost recovery or regulatory charging activities.
- Experience leading complex financial projects and influencing senior stakeholders.

Highly Desirable

- Membership of Chartered Accountants Australia and New Zealand (CA ANZ), CPA Australia or equivalent professional accounting body.
- Experience preparing or managing Cost Recovery Implementation Statements (CRIS).
- Experience applying the Australian Government Charging Framework.
- Experience with TechnologyOne, Costing Models, Budget Management Systems or similar enterprise financial systems.
- Experience supporting regulatory agencies or administering government charging arrangements.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens. You will be asked to declare your citizenship status as part of the application process.

We will conduct pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of identity documents.

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

Notes

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Nick Smith, 02 6159 3901
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Foreign Affairs and Trade

Vacancy VN-0772698

Australian Secret Intelligence Service

Closing Date:Monday 28 September 2026

Not provided
Not provided Not provided

Job Title	ICT Software Delivery Manager EL1
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$150,072 - $175,338
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Not provided
Classification	Executive Level 1
Position Number	Not provided
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/

The role

ASIS is seeking dynamic team players to join our technical community in ICT Software Delivery leadership roles (EL1). Whether your expertise lies in Software Development Management, Project Management, or as an Agile Scrum Master/Product Owner, we are looking for individuals who enjoy collaborating with stakeholders to deliver high-value ICT solutions.

For those stepping into the Software Management aspect of these roles, you will be responsible for overseeing the end-to-end software development lifecycle (SDLC) for a range of diverse solutions. This requires a high level of proficiency in managing software developers and guiding them through modern delivery processes, including Agile methodologies, CI/CD pipelines, and DevOps tooling. You will ensure that the code produced is scalable, maintainable, and secure, while balancing the delivery of new solutions and features with the management of technical debt.

Across all delivery roles, you will ensure that the technical solutions ASIS delivers are robust and supported throughout their lifecycle. You will be expected to exercise independent judgment and

initiative to enable strategic product modifications and innovative technical solutions that enhance user satisfaction. You will provide high-quality professional advice, adeptly navigating complex problems to ensure the successful delivery of technical products.

You will be self-motivated, effectively leading a team to deliver cutting-edge solutions to interesting problems. A willingness to learn new technologies and stay abreast of industry developments is essential to contributing to ASIS's mission.

Duties

Role responsibilities

Outlined below are the key areas of responsibilities you can be expected to undertake:

- Leading a team to deliver software and ICT solutions, including their ongoing sustainment and continuous improvement in accordance with adopted methodologies and practices.
- Applying best practices to create plans that maintain and enhance the provision of IT services, improving process efficiency and system performance.
- Ensuring development enablers are optimised to maximise team performance and delivery outcomes.
- Engaging with customer representatives and product owners to understand business needs and requirements and translate these into development goals, define services and solutions, and manage communications during service disruptions.
- Contributing to a positive working environment by building effective relationships with team members and stakeholders.
- Collaborating with industry and government partners to ensure technical currency.

Core skills

We encourage applicants with the following skills and attributes to apply:

- Effective leadership of Software Developers and Integration Engineers.
- Experience across a broad range of development disciplines and methodologies, such as Agile, Product Management, CI/CD pipelines and DevOps and associated best practice processes and tools.
- Experience with project delivery and product management.
- Experience with the use and implementation of software engineering tools and enablers, such as code management and version control systems (e.g. Git).
- Experience with Information Security, design and assurance.
- Experience in delivering, monitoring and improving IT Services.
- Excellent communication and interpersonal skills and the ability to work collaboratively in a team environment and coach staff under management.

Education and qualification requirements

The following education, qualifications and/or experience will be highly regarded:

- Tertiary qualifications in software engineering and/or computer science are desirable, though not essential.

- Qualifications in ICT or business management related fields are desirable.
- Qualifications in Project Management, Program Management and Agile delivery are desirable.

Eligibility

To be eligible for a role you must:

- Be an Australian citizen
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance
- For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at protectivesecurity.gov.au, section 12 provides information on Eligibility and suitability

Notes

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respective work environment. We encourage applications from Aboriginal and Torres Strait Islander people, Women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

Please note: ASIS does not provide feedback to unsuccessful applicants

To apply please visit the ASIS website to view further job details and selection criteria

Applications close: please refer to website

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/

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Health

Vacancy VN-0772714

Aged Care Quality and Safety Commission

Closing Date:Wednesday 30 September 2026

Corporate
Digital Engagement & Transformation

Job Title	AI Solutions Specialist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Adelaide SA, Perth WA
Salary	$99,784 - $112,571
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements such as part time hours/working from home days may be considered
Classification	APS Level 6
Position Number	20051787
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=62CAF2C8-236E-66C1-A6E5-ED4D08A2E699

About the Team

The Engagement and Transformation section supports the Digital Branch by fostering a culture of innovation, continuous improvement and responsible technology adoption across the Commission. The section identifies opportunities to improve services, processes and ways of working, and supports the safe and responsible implementation of artificial intelligence through effective governance, risk management, stakeholder engagement and workforce adoption.

About the Role

The AI Solutions Specialist assesses business needs and designs, rapidly prototypes, configures, evaluates and supports practical AI-enabled solutions using approved Commission platforms, data sources and technologies. Working collaboratively with business areas and Digital specialists, the role translates operational problems into practical technology-enabled options across artificial intelligence, automation, workflow improvement and enterprise integration. The role supports business-led innovation while ensuring solutions are user-centred, fit for purpose and implemented consistently with the Commission's AI governance, security, privacy, accessibility and risk management requirements.

Duties

Support decision making

- Contribute technical advice regarding technical implementation approaches and technical risks to support AI capability
- Develop and maintain technical documentation to support system sustainability, knowledge transfer, and evidence required for governance, assurance, audit and risk management processes

Testing and monitoring

- Conduct testing, quality assurance and validation activities to ensure solutions are accurate, reliable, accessible, secure and compliant with approved governance, privacy and responsible AI requirements.
- Monitor system performance and investigate and resolve technical issues, identifying opportunities for optimisation and continuous improvement

Rapid prototyping and solution design

- Develop rapid prototypes, proofs of concept and minimum viable solutions to validate technical feasibility and demonstrate potential value before broader implementation.
- Identify solution limitations, assumptions, technical risks and conditions for safe implementation.

Solution configuration and integration

- Configure and develop AI-enabled applications, assistants, agents, retrieval solutions, automations and workflow integrations.
- Build reusable components, templates, connectors and patterns that reduce duplication and support safe development by Digital teams and authorised citizen developers.

Eligibility

To be successful in this role you will need to demonstrate the following:

- Demonstrated experience designing, configuring, developing or integrating cloud-based software, automation, data or AI-enabled solutions.
- Applied understanding of contemporary AI technologies, including generative AI, knowledge retrieval, automation, intelligent assistants and AI-enabled workflow solutions.
- Ability to design and undertake technical tests and evaluations, analyse results and communicate limitations and risks clearly
- Strong analytical, troubleshooting and problem-solving skills in complex technical environments.
- Excellent communication and collaboration skills, including the ability to work effectively with technical specialists, governance bodies, operational staff
- Ability to work with reasonable autonomy, manage competing priorities and collaborate across multidisciplinary teams.
- Demonstrated ability to deliver high-quality outcomes in a dynamic and fast-paced environment, effectively managing competing priorities and responding proactively to changing business needs
- Demonstrated commitment to the APS Values, Employment Principles and Code of Conduct.
- Must be an Australian citizen with the ability to obtain a baseline security clearance

Highly Desirable Capabilities and Experience

- Experience configuring or implementing AI-enabled solutions using enterprise platforms such as Microsoft Copilot, Copilot Studio, Microsoft Azure AI, Power Platform or comparable technologies.
- Experience with Python, JavaScript, TypeScript, C#, SQL or comparable development technologies.
- Experience with retrieval solutions, agent orchestration, evaluation, observability, CI/CD, MLOps or LLMOps practices.
- Knowledge of Australian Government cyber security, privacy, records, data governance, accessibility or responsible AI requirements.
- Relevant tertiary qualifications or vocational certifications in computer science, software engineering, cloud, data, cyber security or artificial intelligence.
- Experience in government, regulation, aged care or another high-trust environment.

Notes

- Salary offered will be between $99,784- $112,571 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600-words, including what strengths you would bring to the role, and a copy of your CV.

- Please complete the application and submit by **11.30pm (AEST) Wednesday 30 September 2026.**
- Follow our guidelines for candidate use of Artificial Intelligence (AI) throughout the recruitment process.

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Jeb Frost by emailing jeb.frost@agedcarequality.gov.au with Position title in the subject line.

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

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission is the national regulator of Australian Government-funded aged care services. We protect and enhance the safety, health, wellbeing, and quality of life of people receiving aged care. This includes managing complaints and feedback about the care older people receive. We help build confidence and trust in aged care, by promoting best practice and a culture of safety and quality in the sector. We register providers and hold them to account if they don’t meet expected standards of care. We work with providers, workers, older people, their families, and supporters to make sure they understand and uphold older people’s rights.

To Apply

Position Contact	Jeb Frost, (02) 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=62CAF2C8-236E-66C1-A

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Health

Vacancy VN-0772772

Aged Care Quality and Safety Commission

Closing Date:Thursday 01 October 2026

Corporate
Digital Cyber

Job Title	Assistant Director, Information Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Brisbane QLD, Perth WA
Salary	$122,620 - $139,850
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements such as part time hours/working from home days may be considered
Classification	Executive Level 1
Position Number	492_09/26
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=A9063D40-5162-CE10-3262-ED4D456EE275

The Assistant Director, Information Governance leads the team responsible for strengthening how the Commission creates, manages, protects, uses, retains and disposes of information. The role

ensures information is treated as a strategic asset: trusted, discoverable, secure, accessible when needed and managed in line with legislative, policy and National Archives of Australia expectations.

As an EL1 leader in the Digital Group, the position connects information governance practice with the Commission's regulatory purpose, digital and data priorities, risk appetite and service outcomes. The role provides practical leadership across information management, recordkeeping, assurance, cyber security, privacy and responsible technology use, helping the Commission make confident, evidence-based decisions and maintain public trust.

Duties

- **Lead information governance:** Develop and improve information governance frameworks, policies, standards, procedures and guidance that align to business outcomes, regulatory responsibilities and the Commission's digital and data priorities.
- **Deliver recordkeeping and information management outcomes:** Support the proper creation, capture, management, preservation, access, retention and disposal of Commission information in line with the Archives Act, records authorities, National Archives of Australia guidance and Commission requirements.
- **Strengthen information stewardship:** Improve ownership, classification, metadata, access, sensitivity, handling and lifecycle controls so information assets are discoverable, usable, trusted and appropriately protected.
- **Manage information risk and assurance:** Identify, assess, manage and report information governance, recordkeeping, privacy, information handling and emerging technology risks, and coordinate assurance activities, remediation and reporting.
- **Align with cyber security, privacy and the ISMS:** Work with cyber security, privacy, legal, technology and business stakeholders to embed information governance requirements into secure-by-design services, access controls, classification, incident response and business continuity practices.
- **Support responsible technology use:** Provide practical governance for AI, automation, analytics and other emerging technologies, ensuring information inputs, outputs and records are managed according to value, sensitivity, ownership, retention, privacy, security and accountability requirements.
- **Build capability and culture:** Develop clear guidance, education, communications and stakeholder engagement that help staff understand and meet their information management responsibilities.
- **Provide strategic advice:** Give clear, evidence-based advice to executives, managers and service owners on information governance, records management, information risk, privacy and lifecycle management.
- **Lead the team and deliver results:** Set direction, clarify priorities, allocate work, build capability, manage performance, support wellbeing and deliver agreed outcomes while managing risks, dependencies and changing priorities.
- **Drive continuous improvement:** Use evidence, feedback, reporting and lessons learned to improve information governance services, tools, registers, controls and assurance processes.
- **Other duties:** Perform other duties as required, consistent with the classification, work level standards and direction of the Director.

Eligibility

- **Strategic thinking:** Connects information governance work to the Commission's purpose, regulatory responsibilities and digital and data priorities, using evidence and judgement to solve complex problems.
- **Delivery and accountability:** Plans and delivers quality outcomes, manages priorities, risks and dependencies, and follows through on commitments with clear evidence and documentation.
- **People and change leadership:** Provides direction, supports staff and stakeholders through change, builds capability and creates a positive, accountable and service-oriented team culture.
- **Stakeholder engagement:** Builds productive relationships across Digital, Data, Privacy, Legal, Governance, business areas, providers and government partners to achieve practical information governance outcomes.
- **Communication and influence:** Explains complex information governance, recordkeeping, privacy, risk and assurance matters clearly and provides advice that supports informed decisions.
- **Professional judgement and integrity:** Models ethical information handling, sound judgement, professionalism, resilience and a strong commitment to public accountability.
- **Information governance expertise:** Applies strong knowledge of Australian Government information management, recordkeeping, lifecycle management, metadata, retention, disposal, discovery, preservation and relevant obligations, including the Archives Act, Privacy Act, PSPF and Commission policies.
- **Risk, assurance and responsible digital practice:** Designs proportionate controls and assurance approaches for information, privacy, security and emerging technology risks, supporting trusted, secure and responsible digital and data outcomes.
- **Security clearance:** Baseline Security Clearance, or ability to obtain and maintain.

Notes

Salary offered will be between $122,620 - $139,850 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps

Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.

Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

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

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To Apply

Position Contact	Toby Harvey, 0288311074
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=A9063D40-5162-CE10-3

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Health

Vacancy VN-0772600

Australian Digital Health Agency

Closing Date:Sunday 27 September 2026

Policy Programs and Engagement
Various Various

Job Title	Multiple EL1 vacancies - Senior Policy Advisor and Program Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$124,583 - $142,089
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	0257_08/26
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About us

The Australian Digital Health Agency leads the national effort to digitally enable Australia's health system. We support the delivery of person-centred, connected healthcare through the development and adoption of digital health services and systems. Our work includes managing My Health Record, Electronic prescriptions, and the 1800MEDICARE app, ensuring a healthier future for all Australians through connected healthcare.

Our opportunities

We're looking for experienced, strategic professionals to join our team in one of two exciting EL1 opportunities: Senior Policy Advisor or Program Manager. Both roles have multiple vacancies available.

Both roles suit people who enjoy working in complex environments, building strong stakeholder relationships, providing high-quality advice, and contributing to nationally significant digital health initiatives. You'll bring strong communication skills, sound judgement, analytical thinking, and the ability to navigate competing priorities while delivering outcomes.

Duties

What's the difference?

EL1 Senior Policy Advisor This role is focused on **policy development and strategic advice**. You'll undertake policy analysis, develop recommendations, interpret legislative and regulatory frameworks, and provide advice to senior executives and stakeholders. You'll be well suited if you have experience leading policy development, conducting research and analysis, and influencing complex policy outcomes.

EL1 Program Manager This role is focused on **delivery and implementation**. You'll lead complex programs and projects, manage risks and governance, oversee resources and budgets, and support teams to successfully deliver strategic outcomes. You'll be well suited if you have a strong background in project or program management, implementation, change management, and leadership.

We're looking for people who can:

- Think strategically and solve complex problems.
- Build productive relationships and influence stakeholders.
- Lead and build high performing teams
- Communicate effectively, both verbally and in writing.
- Exercise sound judgement in dynamic and evolving environments.
- Deliver high-quality outcomes with a focus on organisational priorities.

Role-specific experience:

Senior Policy Advisor

- Policy development and advisory work.
- Research, analysis and evidence-based recommendations.
- Legislative and regulatory interpretation.
- Influencing policy and strategic decision-making.

Program Manager

- Leading complex programs and projects.
- Governance, risk and benefits management.
- Team leadership and change implementation.
- Delivery of outcomes in complex environments.

Whether your expertise lies in **driving delivery** or **shaping policy**, these roles offer the opportunity to make a meaningful contribution to national digital health priorities while working with a diverse range of stakeholders and subject matter experts.

Further information about the responsibilities, skills and capabilities required for each role can be found in the Candidate Pack.

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a baseline security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

How to apply

To apply, please submit your resume and a cover letter.

In your cover letter, please indicate which position you would like to be considered for and explain how your skills, experience and capabilities align with the requirements outlined in the Candidate Pack.

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

For queries relating to the application process, please contact the Talent Acquisition team at careers@digitalhealth.gov.au. For position specific enquiries, please refer to the contact details provided in the candidate pack.

The position may be filled in Brisbane, Sydney or Canberra.

Closing date: Sunday, 27 September 2026, 11:30pm

Salary: $124,583 - $142,089 plus 15.4% superannuation, depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Evan Liew, Evan.Liew@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0772633

Australian Digital Health Agency

Closing Date:Wednesday 23 September 2026

Technology Services
Technology Delivery Technology Partner Support

Job Title	Contract Administration Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD
Salary	$90,562 - $97,939
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	APS Level 5
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

The Australian Digital Health Agency is transforming how Australians experience healthcare by enabling people and providers to access the information they need, securely, quickly and in one place. Through national digital services such as My Health Record, Electronic Prescriptions and the 1800Medicare App, we are building a connected health system that gives Australians greater control over their health.

The Contract Administration Officer (APS5) supports the effective administration and management of contracts associated with national digital health systems. The role works closely with contract managers and stakeholders to ensure contracts are delivered in line with organisational objectives, with a focus on financial management, compliance, supplier performance, governance, and contract lifecycle activities. Operating with limited direction, the position provides advice, coordination, reporting, and administrative support while ensuring adherence to government legislation, policies, and organisational requirements.

Duties

Key Responsibilities

• Support the administration and ongoing management of contracts, including contract variations, extensions, amendments, additional service requests and providing advice

• Monitor contract expenditure and budgets, by reconciling invoices before seeking approval, assessing monthly financial forecasts, providing financial reporting, analysis, and advice to stakeholders.

• Coordinate contract performance processes, including meetings, reporting, documentation reviews and acceptances, and monitoring delivery against agreed service standards and deliverables.

• Contribute to ensuring compliance with relevant legislation, procurement frameworks & policies, financial delegations, and internal governance requirements.

• Undertake research, analysis, and continuous improvement activities while supporting broader business operations, governance, and administrative processes.

Key Criteria

• Demonstrated experience in contract administration, financial management, and stakeholder support, preferably within a highly regulated environment.

• Experience using financial and procurement systems, complemented by strong Microsoft Office skills and the ability to work with data and reporting tools.

• Foundational level Power BI skills to analyse data, build and standardise reports and dashboards, and support evidence-based decision making.

• Highly developed analytical, problem-solving, and attention-to-detail skills, with the ability to interpret financial and contract information.

Eligibility

Eligibility

Australian citizenship is mandatory. Candidates must be able to obtain and maintain a national police clearance and the required security clearance, with the ability to attain a higher-level clearance if needed.

Notes

Our benefits

We offer a competitive 15.4% superannuation contribution, salary packaging options, and a Christmas closedown with no leave deduction. Our wellbeing program and EAP support a healthy work–life balance, while flexible work arrangements opportunities, including work from home, give you choice in how, when and where you work. You will enjoy modern collaborative workspaces and generous study support, with financial assistance up to 100% of costs and up to 7.5 hours per week of study leave to employee who are eligible, as per our study assistance guidelines. We also provide a wide range of leave options including parental, cultural, compassionate, emergency response and defence leave.

Interested to learn more? Take a look at the attached candidate pack for all the details.

How to apply:

Please submit your resume and a cover letter (1 page maximum) addressing the skills and experience above and outlined in the candidate pack. Please contact the Talent Acquisition team at careers@digitalhealth.gov.au with queries relating to the application process.

Closing date: Wednesday 23 September 2026, 11:00pm

Salary: $90,562 - $97,939 plus 15.4% superannuation, depending on skills and experience.

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Omar Razi, adharecruitment@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0772722

Australian Digital Health Agency

Closing Date:Sunday 27 September 2026

Policy Programs and Engagement
EPMO

Job Title	Multiple EL1 vacancies - Enterprise Portfolio Management Office
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$124,583 - $142,089
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	0291_09/26
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About us

The Australian Digital Health Agency leads the national effort to digitally enable Australia's health system. We support the delivery of person-centred, connected healthcare through the development and adoption of digital health services and systems. Our work includes managing My Health Record, Electronic prescriptions, and the 1800MEDICARE app, ensuring a healthier future for all Australians through connected healthcare.

Our opportunities

We're looking for experienced and forward-thinking leaders to join our Enterprise Portfolio Management Office (EPMO). We have multiple Assistant Director opportunities available across Portfolio Governance & Assurance, Portfolio Prioritisation & Planning, and Portfolio Management Tools & Support.

Duties

Which Opportunity is Right for You?

Assistant Director, Portfolio Governance & Assurance

In this role, you'll provide expert guidance on governance, assurance, risk and quality management, helping to ensure projects and programs are set up for success. Working closely with senior stakeholders, you'll lead assurance activities, support continuous improvement initiatives, and contribute to stronger delivery outcomes across the portfolio.

Desirable experience includes:

- Portfolio governance, assurance or PMO functions
- Risk management, compliance and quality assurance
- Project and program delivery oversight
- Continuous improvement and organisational capability development

Assistant Director, Portfolio Prioritisation & Planning

In this role, you'll lead portfolio planning, prioritisation and performance reporting activities, providing valuable insights that support investment decisions, resource allocation and delivery planning. You'll work with a range of stakeholders to analyse complex information, identify emerging trends and risks, and provide clear, meaningful reporting to senior leaders.

Desirable experience includes:

- Portfolio planning and prioritisation
- Performance reporting, analytics and portfolio monitoring
- Financial management, forecasting and expenditure analysis
- Executive reporting and strategic decision support

Assistant Director, Portfolio Management Tools & Support

In this role, you'll lead the ongoing management and improvement of the organisation's Project Portfolio Management (PPM) tools and supporting processes. Working collaboratively with stakeholders, you'll identify opportunities to improve capability, streamline processes and introduce innovative solutions that support effective portfolio management and reporting.

Desirable experience includes:

- Portfolio or project management systems and tools
- Business process improvement and operational efficiency
- Technology implementation, enhancement and optimisation
- Stakeholder engagement, business analysis and requirements gathering

Whichever role you choose, you'll have the opportunity to work with a diverse range of stakeholders, influence enterprise-wide outcomes, and contribute to the successful delivery of important organisational priorities.

What We're Looking For

Across all opportunities, we're seeking leaders who can:

- Apply project, program or portfolio management expertise in complex environments.
- Build trusted relationships and influence stakeholders at all levels.
- Lead and manage a team, and drive positive outcomes through collaboration and innovation.
- Manage competing priorities while delivering results.
- Champion continuous improvement, best practice and organisational capability uplift.
- Provide strategic advice and expert guidance to support informed decision-making.
- Bring relevant qualifications and/or experience in project, program or portfolio management.

Further information on the responsibilities, skills and capabilities required for each role can be found in the Candidate Pack.

How to apply

To apply, please submit your resume and a cover letter.

In your cover letter, please indicate which position/s you would like to be considered for and explain how your skills, experience and capabilities align with the requirements outlined in the Candidate Pack.

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a baseline security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

For queries relating to the application process, please contact the Talent Acquisition team at careers@digitalhealth.gov.au. For position-specific enquiries, please refer to the contact details provided in the candidate pack.

The position may be filled in Brisbane, Sydney or Canberra.

Artificial Intelligence (AI) may be used to support parts of our recruitment process, such as refining recruitment materials, and transcribing and summarising recorded interviews, however all hiring decisions are made by people, with AI used ethically, responsibly, transparently and in accordance with privacy requirements.

Closing date: Sunday 27 September 2026, 11:30pm

Salary: $124,583 - $142,089 plus 15.4% superannuation, depending on skills and experience.

About the Australian Digital Health Agency

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To Apply

Position Contact	Penny Lim, penny.lim@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0772803

Australian Digital Health Agency

Closing Date:Thursday 24 September 2026

Technology Services Division
Technology Delivery System Integration

Job Title	Software Engineer (API Java Developer)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	$124,583 - $142,089
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

The Australian Digital Health Agency is transforming how Australians experience healthcare by enabling people and providers to access the information they need, securely, quickly and in one place. Through national digital services such as My Health Record, Electronic Prescriptions and the 1800Medicare App, we are building a connected health system that gives Australians greater control over their health.

The Software Engineer (API Java Developer) EL1 is responsible for designing, developing and supporting secure, scalable API and system integration solutions that enable the exchange of information across national digital health systems. The role provides technical leadership in API development, integration, interoperability, security and DevOps practices while working collaboratively with stakeholders to deliver reliable, cloud-enabled digital services.

Duties

Key Responsibilities

- Design, develop and support secure, scalable RESTful APIs and integration services using modern Java technologies.

• Deliver interoperable solutions that support secure data exchange through industry standards and integration best practices.

• Implement API security controls, including authentication, authorisation, auditing and privacy safeguards.

• Apply modern DevOps practices, including automated testing, CI/CD pipelines and containerisation, to ensure reliable software delivery.

Key Criteria

• Demonstrated experience designing, developing and supporting enterprise-grade REST APIs and integration solutions using Java.

• Strong knowledge of API security principles, including OAuth, authentication, authorisation and secure software development practices.

• Experience developing interoperable solutions and applying integration, data validation and information exchange standards.

• Proven capability working in cloud and DevOps environments, including CI/CD pipelines, automated testing and containerised deployments, supported by strong problem-solving and stakeholder engagement skills.

• Mandatory Skills and experience: Java, REST API, HL7 FHIR Experience, Healthcare Application experience, End to end testing (REST, Performance, Unit), OAuth, Containerisation, CI/CD pipelines, Privacy, audit, and logging, DevOps/GitOps processes

• Desirable skills and experience: Spring/ Springboot / Quarkus, Database, Test automation (Karate, Gherkin, Cucumber, Selenium), Kubernetes, Integration skills (data mapping), Terminology servers

Eligibility

Eligibility

Australian citizenship is mandatory. Candidates must be able to obtain and maintain a national police clearance and the required security clearance, with the ability to attain a higher-level clearance if needed.

Notes

Our benefits

We offer a competitive 15.4% superannuation contribution, salary packaging options, and a Christmas closedown with no leave deduction. Our wellbeing program and EAP support a healthy work–life balance, while flexible work arrangements opportunities, including work from home, give

you choice in how, when and where you work. You will enjoy modern collaborative workspaces. We also provide a wide range of leave options including parental, cultural, compassionate, emergency response and defence leave.

How to apply

To apply for these opportunities, please submit your resume and a cover letter (1 page maximum) addressing the requirements outlined above and in the candidate pack.

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

For queries relating to the application process, please contact the Talent Acquisition team at careers@digitalhealth.gov.au. For position-specific enquiries, please refer to the contact details provided in the candidate pack.

Closing date: Thursday 24 September 2026, 11:00pm

Salary: $124,583 - $142,089 plus 15.4% superannuation, depending on skills and experience.

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Omar Razi, omar.razi@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0772644

Australian Institute of Health and Welfare

Closing Date:Monday 05 October 2026

Business, Communications & Publishing Services Group
People and Culture Unit

Job Title	EL1 - HR Manager and Indigenous Liaison Officer (ILO) – Affirmative Measures, First Nations (BCPSG_PCU)
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$123,564 - $137,837
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	114_09/26
Agency Website	

Job Description

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

The AIHW's APS employee census results reflect the strength of our positive and supportive workplace culture. We continue to foster an inclusive, flexible and high-performing organisation where people are treated with respect and courtesy, and where diversity is recognised, valued, and celebrated.

The results are a testament to the professionalism, commitment, and dedication of our staff, highlighting the strong connection they have to our purpose, our flexible ways of working, and the

contribution we make to improving the health and welfare of Australians. We are also proud to be ranked among the top ten APS agencies, out of 112, for employee engagement, enabling innovation and wellbeing, demonstrating our ongoing commitment to creating a workplace where people can thrive and perform at their best.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development.

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people, people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the Benefits of working for the AIHW page of our website.

Duties

We are seeking a culturally grounded and experienced HR Manager to lead diversity and inclusion programs, Indigenous Liaison Officer (ILO) services, workforce reporting and governance, and strategic people initiatives. The role will champion cultural safety, strengthen employee engagement, and support meaningful career development opportunities for First Nations employees.

This leadership role sits within the People & Culture Unit in the Business, Communications and Publishing Services Group. It plays a key role in leading workforce reporting within AIHW's Human Resources (HR) function, driving diversity and inclusion initiatives, and performing the Indigenous Liaison Officer (ILO) function by providing cultural support, advocacy and mentoring to First Nations staff.

Under limited direction, you will:

- Lead the delivery of workforce reporting, governance and compliance activities, ensuring obligations are met accurately and on time.

- Manage complex reporting processes and submissions, coordinating input from executives, subject matter experts and external stakeholders.
- Develop and deliver workforce communication and engagement activities that support organisational priorities and drive positive workforce outcomes.
- Lead the development, implementation and evaluation of diversity and inclusion strategies, initiatives and action plans that support organisational priorities.
- Build productive relationships with employee networks, executives and staff to strengthen workforce inclusion, employee engagement and organisational culture.
- Provide cultural mentorship and career development support to First Nations staff, helping to create a culturally safe and inclusive workplace.
- Support the First Nations Staff Network and the First Nations Champion through coordination, advice and advocacy.
- Contribute to culturally safe recruitment and onboarding processes for First Nations staff and develop workforce strategies that improve retention, progression and leadership pathways.
- Support the implementation of the AIHW's Reconciliation Action Plan and other workforce diversity initiatives.

Eligibility

To be eligible to apply for this vacancy, you must:

- be of Aboriginal and/or Torres Strait Islander descent, identify as Aboriginal and/or Torres Strait Islander, and be accepted by your community as being Aboriginal and/or Torres Strait Islander
- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute

If you are successful in being progressed to the interview stage, you will be required to provide suitable evidence of your Aboriginal and/or Torres Strait Islander heritage.

A probationary period of six months will apply to any new engagement to the APS.

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. Share Your Journey: In under 750 words tell us about your background and experiences. We’re interested in how your journey connects with this role, particularly in relation to the selection criteria and the work we do.
2. our current CV and the names of two referees.

Our approach to recruitment

Following consideration of applications, the selection panel will invite candidates progressing to the next stage for an interview, where we will discuss your experience in relation to the selection criteria. We value lived experience, cultural knowledge, and authenticity, and aim to create a culturally safe and respectful process for all applicants.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Sandra Bailey, 02 6244 0134
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0772763

Australian Institute of Health and Welfare

Closing Date:Sunday 11 October 2026

Community and First Nations Insights
First Nations Health and Welfare

Job Title	First Nations Health and Welfare Group Head – Affirmative Measures, First Nations
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$230,600 - $264,196
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	Senior Executive Service Band 1
Position Number	015_09/26
Agency Website	

Job Description

https://aihwcareers.nga.net.au/?jati=C8548C75-B166-E58C-CBC4-ED4D444B1DC0

The Australian Institute of Health and Welfare (AIHW) is Australia's authoritative source of health and welfare data and analysis. As an independent national information and statistics agency within the Commonwealth's Health portfolio, the AIHW publishes more than 400 data products each year, maintains and administers specialised national data standards and classifications, and supports high quality research.

The First Nations Health and Welfare Group Head, SES Band 1 reports to the Executive Director, Community and First Nations Insights Division, and leads the development, analysis and reporting of information and statistics about the health and welfare of Aboriginal and Torres Strait Islander people. The Group provides authoritative evidence and meaningful insights to support policy development, service planning, allocation of resources, and monitoring of progress against national priorities, including Closing the Gap. Its work spans health performance reporting, burden of disease, primary health care, mental health and wellbeing, regional data and community insights, with a strong focus on partnership with First Nations people and organisations. The Group is committed to incorporating in its work Indigenous concepts of social and emotional wellbeing as well Indigenous Data Sovereignty and Governance.

Duties

As the First Nations Health and Welfare Group Head, you will provide strategic and professional leadership to one of Australia's leading health and welfare data agencies. Working closely with the Executive Director, senior leaders and stakeholders, you will drive the collection, analysis and reporting of data that informs national policy and improves outcomes for Aboriginal and Torres

Strait Islander peoples. You will build strong partnerships across government, community and research sectors, lead high-performing teams, champion Indigenous Data Sovereignty and Governance, and shape innovative data products, systems and services. This is a unique opportunity to influence national priorities, advance Closing the Gap reforms and strengthen the impact of health and welfare data for First Nations communities.

To be a strong contender for this critical leadership role, you will be an accomplished leader with an understanding of the Australian health and welfare landscape and the power of data, analytics and evidence to drive meaningful outcomes. You will bring exceptional judgement, communication and stakeholder engagement skills, with the ability to translate complex information into clear insights, influence decision-making, and shape policy and strategic direction. You will have a track record of leading high-performing teams, fostering innovation and continuous improvement, building trusted partnerships across government, community and research sectors, and delivering results in complex and evolving environments.

Eligibility

To be eligible to apply for this vacancy, you must:

- be of Aboriginal and/or Torres Strait Islander descent, identify as Aboriginal and/or Torres Strait Islander, and be accepted by your community as being Aboriginal and/or Torres Strait Islander.
- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute

If you are successful in being progressed to the interview stage, you will be required to provide suitable evidence of your Aboriginal and/or Torres Strait Islander heritage.

A probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application should include a CV, two referees, and a statement of claims (a short ‘pitch’ of no more than 1000 words) drawing out why you are interested in the role, what you offer the agency, your skill set, relevant career history and achievements, and your leadership attributes.

In preparing your application, we suggest you take account of the following alongside the role specific responsibilities and capabilities:

- SES Performance Leadership Framework. This sets the expectations for all APS SES employees.
- Secretaries Charter of Leadership Behaviours. This sets out the behaviours Secretaries expect of themselves, the SES and across all levels of the APS. The Charter focuses on behaviours that support modern systems of leadership within the construct of the APS Values and Code of Conduct.
- Integrated Leadership System upon which the above behaviours are built.

For more information, please visit the Australian Public Service Commission's page on Senior Executive Service (SES) recruitment.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Alistair Beasley, 0450 209 309
Agency Recruitment Site	https://aihwcareers.nga.net.au/?jati=C8548C75-B166-E58C-CBC4-ED4D

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Health

Vacancy VN-0772586

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Sunday 27 September 2026

Radiation Health Services Environmental and Health Services

Job Title	Project Manager
Job Type	Full-Time, Non-Ongoing
Location	Yallambie VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	13764
Agency Website	https://www.arpansa.gov.au/

Job Description

https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTIxOTI1MDA5ODU3OTh-MS9lZ

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

The Radiochemistry and Environmental Sciences Laboratory sits within the Radiation Health Services Branch and is responsible for ARPANSA’s laboratories and field measurement capabilities required for the measurement of radiation in people and the environment. This includes maintenance of ARPANSA’s radiation emergency response laboratories.

Why work for us?

- Opportunities to engage with national and international stakeholders
- Inclusive and diverse workplace
- Competitive salaries with 15.4% superannuation
- Generous leave conditions
- Flexible work practices
- Modern amenities and free parking at both our Yallambie and Miranda sites.

Duties

In this role, you will lead the planning, coordination and delivery of ARPANSA's Radiochemistry and Environmental Sciences (RES) Laboratory Safety Uplift Project. Operating under broad direction, you will manage complex stakeholder relationships, project governance, technical inputs and delivery activities required to achieve fit-for-purpose laboratory infrastructure outcomes that improve safety, compliance and operational resilience.

You will act as the central coordination point between scientific staff, Facilities and Engineering, WHS, procurement specialists, contractors and executive stakeholders, ensuring the right expertise is engaged at the right time to support informed decision-making and effective project delivery.

The role is responsible for establishing project governance arrangements, managing project scope, budgets, schedules, risks and dependencies, and ensuring refurbishment activities align with laboratory operational requirements and relevant standards. You will support the successful delivery of infrastructure upgrades while minimising impacts on critical laboratory functions and maintaining stakeholder confidence throughout the project lifecycle.

Key accountabilities

- Deliver the RES Laboratory Uplift Project to achieve agreed project outcomes, including modern, safe and fit-for-purpose laboratory facilities that support current and future operational requirements.
- Provide effective project leadership and governance to ensure delivery within approved scope, budget, schedule and risk tolerances.
- Coordinate stakeholders, technical specialists and contractors to develop and implement practical solutions that meet scientific, safety and operational needs.
- Maintain laboratory capability and operational continuity throughout project delivery by minimising disruption to critical services and laboratory activities.
- Foster a collaborative, safe and high-performing project environment that supports informed decision-making, continuous improvement and successful project outcomes.

Eligibility

To be considered for this position, you will hold relevant tertiary qualifications in project management, engineering, science, construction, facilities management or a related discipline, or possess equivalent experience relevant to the duties of the position.

You will have demonstrated experience managing complex infrastructure, scientific, technical or facilities projects involving multiple stakeholders, competing priorities and significant organisational dependencies. Experience delivering laboratory, research, health, technical or regulated environment infrastructure projects would be highly regarded.

You must hold Australian citizenship. ARPANSA requires all new employees to obtain and maintain a national security clearance as a condition of engagement. You must also meet required pre-employment checks as necessary.

Selection criteria

1. Demonstrated experience delivering complex infrastructure, facilities or capital projects, including project planning, governance, scheduling, budgeting, procurement and risk management, with a proven ability to achieve outcomes within agreed timeframes and resource constraints.
2. Demonstrated experience delivering laboratory or other specialist facility refurbishment projects, including projects undertaken under design and construct or similar integrated delivery models. This includes the ability to translate complex operational requirements into design outcomes and coordinate design, construction, commissioning and stakeholder acceptance activities within regulated environments.
3. Highly developed stakeholder engagement and communication skills, with the ability to coordinate diverse groups, facilitate decision-making, negotiate competing priorities and maintain productive relationships across technical and non-technical audiences.
4. Demonstrated ability to coordinate and integrate technical, operational and business requirements from multiple subject matter experts to develop practical, fit-for-purpose solutions while balancing safety, compliance, operational and budget considerations.
5. Strong analytical, organisational and project governance skills, including the ability to manage project risks, issues and dependencies, and prepare high-quality project documentation and executive reporting that supports informed decision-making.

Eligibility

Employment with ARPANSA is subject to:

- conditions prescribed within the Public Service Act 1999
- agency and role specific pre-employment security checks that may include, but are not limited to:
    - entitlement to work in Australian
    - national criminal history
    - international criminal history
    - professional memberships
    - qualifications
    - sanctions
    - anti-money laundering & counter-terrorism financing
    - ASIC banned & disqualified persons
    - ASIC credit registered persons
    - bankruptcy & national personal insolvency
    - directorship
    - global media check
- former Australian Government employer information sharing
- Protective Security Policy Framework (PSPF) security clearance eligibility requirements
- evidence of citizenship status required
- evidence of qualifications required of the role

- internal security assessment
- security clearance vetting
- the CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

The Australian Government Security Vetting Agency (AGSVA) website provides detailed information about the requirements for obtaining a security clearance at the required level, the documentary evidence you will be required to provide, the forms that need to be completed, and the relevant timeframes. Please ensure that you are able to provide the required evidence if you apply for the position. Failure or refusal to complete the required forms, or to comply with reasonable requests from AGSVA, will result in ARPANSA withdrawing your security clearance application, and your employment with the agency not progressing.

ARPANSA is responsible for assessing how information relates to the agency's security risks, as well as a person's suitability for employment by the agency. ARPANSA will use the information you provide to undertake relevant checks in order to identify any factors or circumstances that pose a security risk to the agency and assess whether you are suitable to have access to the agencies non-public assets. You will be notified if you are assessed as unsuitable for employment by the agency.

Notes

How to apply

Applications can be lodged through ARPANSA Recruitment Portal. Your application should consist of a resume, and a '500-word pitch' that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activities for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide reasonable adjustments or flexibilities in the recruitment process as requested. For more information visit: https://www.apsc.gov.au/recruitability

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About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Megan Cook, 0460 446 234
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaW

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Health

Vacancy VN-0772587

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Sunday 27 September 2026

Radiation Health Services Environmental and Health Services

Job Title	Senior Radiochemist
Job Type	Full-Time, Ongoing
Location	Yallambie VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	13655
Agency Website	https://www.arpansa.gov.au/

Job Description

https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTIxOTI0OTkyOTA5OTh-MS9lZC

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

The Radiochemistry and Environmental Sciences Laboratory sits within the Radiation Health Services Branch and is responsible for ARPANSA’s laboratories and field measurement capabilities required for the measurement of radiation in people and the environment. This includes maintenance of ARPANSA’s radiation emergency response laboratories.

Why work for us?

- Opportunities to engage with national and international stakeholders
- Inclusive and diverse workplace
- Competitive salaries with 15.4% superannuation
- Generous leave conditions
- Flexible work practices
- Modern amenities and free parking at both our Yallambie and Miranda sites.

Duties

In this role, you will provide scientific leadership in advancing ARPANSA's radiochemistry capability, with a focus on method development, strategic innovation, and coordination of the Australian Radiochemistry Laboratory Network (ARLN). Operating under broad direction, you will lead initiatives that enhance analytical techniques, foster national collaboration, and build long-term laboratory capability.

You will be responsible for leading ARPANSA's emergency preparedness activities within the radiochemistry function, ensuring the laboratory is equipped to respond to radiological incidents and contribute to national laboratory coordination efforts. You will also play a key role in digital transformation initiatives, including the integration of Laboratory Information Management Systems (LIMS) and data governance frameworks to support innovation, traceability, and operational resilience.

Working collaboratively with other senior radiochemists, you will ensure the laboratory's scientific outputs remain at the forefront of environmental radiation monitoring and contribute to ARPANSA's broader regulatory and scientific mission. Domestic and/or overseas travel may be required.

Key accountabilities

- Lead the development, validation and implementation of radioanalytical methods and provide expert technical advice to support environmental monitoring, emergency preparedness, regulatory activities and emerging organisational needs.
- Lead the scientific delivery and continuous improvement of environmental radiation monitoring programs, ensuring data quality, scientific integrity and stakeholder confidence.
- Drive collaboration, capability development and knowledge sharing across the Australasian Radioanalytical Laboratory Network (ARLN) to strengthen national radiochemistry and radioanalytical measurement capability.
- Lead activities that maintain and enhance radiochemistry preparedness, ensuring laboratory capability and expertise support national radiological incident response arrangements.
- Identify and implement opportunities to improve laboratory capability through innovation, digital systems, data management, modern analytical approaches and emerging technologies.
- Develop and maintain productive relationships with government, industry, research organisations and international partners, representing ARPANSA in relevant technical forums and collaborative initiatives.
- Provide mentoring, coaching and scientific leadership to staff, fostering technical excellence, safety, quality and continuous improvement across the team.

Eligibility

To be considered for this position, you will hold a tertiary qualification in science from an Australian tertiary institution, or comparable qualification, and relevant experience which is appropriate to the duties of the position. You should possess a high level of scientific and technical expertise with a strong background in analytical chemistry and an expert knowledge in radiochemistry.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a national security clearance as a condition of engagement. You must also meet required pre-employment checks as necessary.

Selection criteria

1. Demonstrated expertise in radiochemistry and radioanalytical measurement, with experience developing, implementing and enhancing laboratory capabilities to meet current and emerging needs.
2. Demonstrated ability to lead and deliver complex scientific programs, including the planning, prioritisation and implementation of initiatives that strengthen organisational capability and operational readiness.
3. Demonstrated experience designing, delivering and interpreting environmental radiation monitoring programs, and providing scientific advice to support regulatory, preparedness and stakeholder outcomes.
4. Demonstrated ability to build and maintain effective partnerships across government, industry, research organisations and laboratory networks to strengthen radiological measurement capability.
5. Demonstrated ability to lead and develop staff, foster a culture of safety and quality, and drive continuous improvement through effective communication, collaboration and influence.

Eligibility

Employment with ARPANSA is subject to:

- conditions prescribed within the Public Service Act 1999
- agency and role specific pre-employment security checks that may include, but are not limited to:
    - entitlement to work in Australian
    - national criminal history
    - international criminal history
    - professional memberships
    - qualifications
    - sanctions
    - anti-money laundering & counter-terrorism financing
    - ASIC banned & disqualified persons
    - ASIC credit registered persons
    - bankruptcy & national personal insolvency
    - directorship
    - global media check
- former Australian Government employer information sharing
- Protective Security Policy Framework (PSPF) security clearance eligibility requirements
- evidence of citizenship status required
- evidence of qualifications required of the role
- internal security assessment
- security clearance vetting
- the CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

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ARPANSA is responsible for assessing how information relates to the agency's security risks, as well as a person's suitability for employment by the agency. ARPANSA will use the information you provide to undertake relevant checks in order to identify any factors or circumstances that pose a security risk to the agency and assess whether you are suitable to have access to the agencies non-public assets. You will be notified if you are assessed as unsuitable for employment by the agency.

Notes

How to apply

Applications can be lodged through ARPANSA Recruitment Portal. Your application should consist of a resume, and a '500-word pitch' that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

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

About the Australian Radiation Protection and Nuclear Safety Agency

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

To Apply

Position Contact	Megan Cook, 0460 446 234
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaW

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Health

Vacancy VN-0772588

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Sunday 20 September 2026

Radiation Health Services Modelling, Assessment and Emergency Preparedness

Job Title	Assistant Director Lead Modeller
Job Type	Full-Time, Ongoing
Location	Yallambie VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	13679
Agency Website	https://www.arpansa.gov.au/

Job Description

https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTIxOTE0NzUyNDU1OTI-MS9lZ(

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

The Modelling, Assessment and Emergency Preparedness (MAEP) Section provides advice, underpinned by health impact assessments and expert knowledge, to international bodies, Commonwealth departments and agencies, state and territory regulators, industry and members of the public. The section specialises in dose and risk assessment for planned, existing and emergency exposure situation, maintains expertise in modelling radiation exposure and doses to people and the environment, and maintains and coordinates expansion of the Australian National Radiation Dose Register (ANRDR). Provides support to our obligations under the Comprehensive Nuclear Test Ban Treaty by undertaking programs as the radionuclide National Data Centre.

Why work for us?

- Opportunities to engage with national and international stakeholders
- Inclusive and diverse workplace
- Competitive salaries with 15.4% superannuation

- Generous leave conditions
- Flexible work practices
- Modern amenities and free parking at both our Yallambie and Miranda sites.

Duties

Primary purpose of the role

This role is directly responsible for providing leadership, co-ordination and advice on the application of modelling and assessment to support ARPANSA's technical and scientific support services function. You will be required to perform and lead a range of very complex and sensitive scientific and coordination tasks associated with environmental dispersion modelling, radiation dose calculations and health and environmental impact assessments. You will work closely with other staff within the MAEP Section and more broadly with staff across the Agency to ensure that advice provided is based on the latest scientific knowledge and national and international experience.

Key accountabilities

- Work with a high level of independence, under broad direction, to lead and manage staff performing diverse tasks and set work area priorities related to radiation protection and assessing risks and health and environmental impacts from exposure to radiation, with a focus on ionising radiation;
- Implement best international practice and contribute to the development of Codes and Standards for radiation protection;
- Ensure quality outputs and undertake detailed or sensitive projects that impact on the strategic or operational outcomes of the agency, including the development of associated administrative and technical reports;
- Participate as either a team leader or member when the ARPANSA Incident Management Plan is exercised or activated;
- Communicate with and provide advice to a wide variety of clients and external stakeholders.

Eligibility

To be considered for this position, you will possess tertiary qualifications in an engineering or science discipline from an Australian educational institution, comparable overseas qualifications, or other alternative qualifications. You will have extensive experience in the development of national radiation protection guidance and procedures.

You will have well developed interpersonal and leadership skills to manage a small team and a history of engaging and collaborating with a range of stakeholders including staff, clients and members of the general public to achieve outcomes. You will be comfortable making complex decisions based on sound judgement and expertise and can consistently perform efficiently and effectively at a high level.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a national security clearance as a condition of engagement. You must also meet required pre-employment checks as necessary.

Selection criteria

1. Demonstrated expert working knowledge of the principles of radiation protection, including the scientific basis underpinning them, and their application in assessing risks and health impacts from exposure to radiation to people and the environment.
2. Demonstrated strong analytical, problem solving and decision-making skills based on professional judgement and evaluation of risks. Demonstrated knowledge in the application of consequence assessments to estimate risks and health impacts to people and the environment is advantageous.
3. Demonstrated ability to analyse, interpret, process and communicate complex data, including the use of data visualisation techniques.
4. Demonstrated ability to produce high-quality reports which are clear, concise and readily understood by the intended audience.
5. Demonstrated ability to work collaboratively and build and sustain positive relationships with team members (including as a supervisor or project leader), stakeholders and clients. High level liaison and communication skills including the ability to impart very complex information clearly and negotiate on behalf of the agency with key stakeholders.

Eligibility

Employment with ARPANSA is subject to:

- conditions prescribed within the Public Service Act 1999
- agency and role specific pre-employment security checks that may include, but are not limited to:
    - entitlement to work in Australian
    - national criminal history
    - international criminal history
    - professional memberships
    - qualifications
    - sanctions
    - anti-money laundering & counter-terrorism financing
    - ASIC banned & disqualified persons
    - ASIC credit registered persons
    - bankruptcy & national personal insolvency
    - directorship
    - global media check
- former Australian Government employer information sharing
- Protective Security Policy Framework (PSPF) security clearance eligibility requirements
- evidence of citizenship status required
- evidence of qualifications required of the role
- internal security assessment
- security clearance vetting
- the CEO of ARPANSA, or their Delegate, approving a Notice of Engagement.

The Australian Government Security Vetting Agency (AGSVA) website provides detailed information about the requirements for obtaining a security clearance at the required level, the documentary evidence you will be required to provide, the forms that need to be completed, and the relevant timeframes. Please ensure that you are able to provide the required evidence if you

apply for the position. Failure or refusal to complete the required forms, or to comply with reasonable requests from AGSVA, will result in ARPANSA withdrawing your security clearance application, and your employment with the agency not progressing.

ARPANSA is responsible for assessing how information relates to the agency's security risks, as well as a person's suitability for employment by the agency. ARPANSA will use the information you provide to undertake relevant checks in order to identify any factors or circumstances that pose a security risk to the agency and assess whether you are suitable to have access to the agencies non-public assets. You will be notified if you are assessed as unsuitable for employment by the agency.

Notes

How to apply

Applications can be lodged through ARPANSA Recruitment Portal. Your application should consist of a resume, and a '500-word pitch' that considers:

- Key accountabilities
- Job specific capabilities
- Selection criteria.

ARPANSA recognises the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity. We strongly encourage qualified applicants from diverse backgrounds to apply.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme applicants who choose to apply under the scheme will be invited to participate in further assessment activities for the vacancy, where they meet the minimum requirements for the position. ARPANSA will provide reasonable adjustments or flexibilities in the recruitment process as requested. For more information visit: https://www.apsc.gov.au/recruitability

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About the Australian Radiation Protection and Nuclear Safety Agency

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To Apply

Position Contact	Blake Orr, 03 9433 2317
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaW

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Health

Vacancy VN-0772630

Australian Radiation Protection and Nuclear Safety Agency

Closing Date:Tuesday 22 September 2026

Office for Business Support Human Resources

Job Title	Senior HR Operations Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Yallambie VIC, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	13203
Agency Website	https://www.arpansa.gov.au/

Job Description

https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaWVzLzI5MTIxOTA0MTI5MjY3OTh-MS9lZG

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is the Australian Government's primary authority on radiation protection and nuclear safety. Our purpose is to protect the Australian people and the environment from the harmful effects of radiation, through understanding risks, best practice regulation, research, policy, services, partnerships and engaging with the community.

Human Resources is responsible for driving the development and delivery of a range of strategic and operational human resource management functions. Working in partnership with ARPANSA’s branches and offices, Human Resources provides services and advice on the Agency’s employment framework, workplace relations, workforce and succession planning initiatives, workforce metrics and analysis, talent management, organisational design and classification management, as well as the payroll and recruitment activities.

Why work for us?

- Opportunities to engage with national and international stakeholders
- Inclusive and diverse workplace
- Competitive salaries with 15.4% superannuation
- Generous leave conditions
- Flexible work practices
- Modern amenities and free parking at both our Yallambie and Miranda sites.

Duties

The Senior HR Operations Coordinator manages ARPANSA’s day-to-day payroll operations through Aurion Managed Payroll Services and provides workforce reporting and operational HR services across the employee lifecycle.

As ARPANSA’s payroll subject matter expert, the role coordinates pay and entitlement requests and ensures they are processed accurately, on time and in line with the ARPANSA Enterprise Agreement, internal policies and procedures, and legislative requirements. The role checks payroll calculations and Aurion outputs, investigates and resolves issues, maintains accurate information in Aurion, and provides advice to employees and managers on pay, employment conditions, entitlements and HR processes. The role also analyses payroll data and prepares information and workforce reporting for management, workforce planning, compliance, agency surveys and other HR-related activities.

As part of a small, customer-focused HR team, the role works flexibly across the employee lifecycle. This includes onboarding and offboarding, employee movements, return to work and Comcare claims, policy and procedure updates, HR projects and process improvements. The role works collaboratively across the team to respond to changing priorities and manage peak workloads, including to support the Payroll Project Lead with projects, configuration and system upgrades as required.

The role also helps ensure HR policies, systems and services remain current and aligned with agency and Australian Government employment frameworks.

Key accountabilities

- Lead ARPANSA's day-to-day payroll operations and fortnightly pay run, in liaison with Aurion Managed Payroll Services, ensuring service quality, accuracy and timeliness.
- Provide prompt, practical and customer-focused advice to employees and managers on pay and employment conditions, raise payroll processing requests and provide quality assurance checks.
- Complete reconciliations, audits and annual compliance activities to ensure payments and entitlements comply with legislation, the ARPANSA Enterprise Agreement, policies and procedures.
- Investigate and resolve complex payroll enquiries, discrepancies, data issues and system errors, working with Aurion to correct errors and address service issues.
- Maintain accurate employee, payroll, position and organisational structure data in Aurion, and support system configuration, testing, upgrades and changes needed for legislative, policy and EA purposes.
- Prepare workforce reports, identify trends and data issues, and information to support management decisions, workforce planning, HR initiatives, audits and compliance requirements.
- Coordinate employee lifecycle administration, including onboarding, offboarding, contract extensions, employee movements and transfers between agencies.
- Support return to work activities, administer Comcare and workers' compensation claims, and maintain related employee records.
- Build effective relationships with internal and external stakeholders, maintain payroll and HR policies, procedures and guidance, and support the transition to a sustainable payroll service model.

Eligibility

We are seeking an experienced HR professional with strong payroll and workforce reporting expertise. You will have substantial experience delivering payroll services, preferably through Aurion Managed Payroll Services or a similar outsourced service arrangement, and be able to check complex calculations and outputs, maintain accurate records, and resolve payroll, data and system issues.

You will understand Commonwealth HR legislation and policy frameworks and be able to interpret and apply enterprise agreements, employment conditions, policies and procedures. You will have strong analytical, reporting and communication skills, with the ability to produce accurate workforce information, identify trends and anomalies, communicate useful insights, and build effective relationships. You will provide responsive, customer-focused service, exercise sound judgement and handle sensitive information with care.

Payroll experience is essential, preferably in the public sector or a similarly complex environment. You will be organised, flexible and able to manage competing priorities. Relevant tertiary qualifications and experience across more than one area of the employee lifecycle, including recruitment, return to work, workers' compensation, policy development or project support, will be highly regarded.

You must hold Australian citizenship and be prepared to travel interstate from time to time as required. ARPANSA requires all new employees to obtain and maintain a national security clearance as a condition of engagement.

Selection criteria

1. Proven knowledge of Commonwealth HR legislation and policy frameworks, with the ability to interpret and apply APS employment conditions, enterprise agreements, policies and procedures.
2. Demonstrated comprehensive knowledge and experience in payroll operations (ideally Aurion) including verifying complex payroll calculations, maintaining data integrity, producing reports and supporting system administration, testing and improvement.
3. Demonstrated ability to analyse and prepare accurate, clear and useful workforce reporting and information to inform management decisions and meet audit and compliance requirements.
4. Demonstrated ability to investigate and resolve complex issues, exercise sound judgement, meet strict deadlines and manage competing priorities while maintaining accuracy.
5. Well-developed communication, liaison and customer service skills, including the ability to build effective relationships and work flexibly across employee lifecycle priorities and HR projects.

Eligibility

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- agency and role specific pre-employment security checks that may include, but are not limited to:
    - entitlement to work in Australian
    - national criminal history
    - international criminal history
    - professional memberships
    - qualifications
    - sanctions
    - anti-money laundering & counter-terrorism financing
    - ASIC banned & disqualified persons
    - ASIC credit registered persons
    - bankruptcy & national personal insolvency
    - directorship
    - global media check
- former Australian Government employer information sharing
- Protective Security Policy Framework (PSPF) security clearance eligibility requirements
- evidence of citizenship status required
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Notes

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To Apply

Position Contact	Sarah Crowley, +61 3 9433 2305
Agency Recruitment Site	https://candidate.aurion.cloud/arpnsa/production/redirect/to/dmFjYW5jaW

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Health

Vacancy VN-0772651

Department of Health, Disability and Ageing

Closing Date:Tuesday 29 September 2026

Regulatory Practice and Support Division
Digital Branch Service Design and Delivery Section

Job Title	Senior Business Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Melbourne VIC, Hobart TAS
Salary	$124,951 - $142,509
Future Merit Locations	Canberra, Sydney, Brisbane, Darwin, Perth, Adelaide, Melbourne, Hobart
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements by negotiation
Classification	Executive Level 1
Position Number	26-RPSDIV-31834
Agency Website	

Job Description

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

Are you a Business Analyst looking to apply your skills on high-impact digital transformation initiatives that deliver real outcomes for government, industry and the community? The Health Products Regulation Group’s (HPRG) Digital Branch is seeking experienced EL1 level Senior Business Analysts interested in joining one of our standing digital delivery teams.

As the Senior Business Analyst, you will work closely with business stakeholders, users and delivery teams to understand problems, identify opportunities and translate business needs into effective digital solutions. You will lead business analysis activities across the full delivery lifecycle, including discovery, requirements definition, process analysis, solution design, testing and implementation.

The role requires strong communication, facilitation and stakeholder engagement skills. You will run workshops, lead discussions, analyse complex business processes and help stakeholders understand how proposed solutions will improve service delivery and user outcomes.

You will play a key role in translating complex business and technical requirements into clear, actionable work items, refining the product backlog, and ensuring work is prioritised based on user needs, business value, and strategic priorities. Working in an agile delivery environment, you will actively contribute to and, where appropriate, lead activities such as backlog refinement and sprint planning.

This is an opportunity to work in a mature agile environment alongside product managers, service designers, developers, testers and regulatory experts to deliver modern, user-centred digital services that make a measurable difference.

Duties

We're looking for experienced Business Analysts who are curious, collaborative and outcome-focused, and who enjoy solving complex problems in a fast-paced digital delivery environment.

Key capabilities:

- Strong analytical and problem-solving skills, with the ability to understand user and business needs and translate them into clear requirements, delivery plans and backlog items.
- Experience leading discovery and analysis activities, including workshops, process mapping, requirements elicitation, data analysis and identifying opportunities for improvement.
- Experience applying human-centred design principles to understand user needs, identify pain points, test ideas and ensure solutions are usable, accessible and aligned with business outcomes.
- Excellent communication and stakeholder engagement skills, with the ability to build trusted relationships and explain complex information to technical, non-technical and senior executive audiences.

- Experience working with business subject matter experts to understand challenges and shape practical solutions.
- Experience producing business analysis artefacts such as process maps, epics, features, user stories, data models, functional specifications, impact assessments and other delivery documentation.
- Experience working in multidisciplinary agile teams and contributing to product backlogs, prioritisation and iterative delivery.
- Experience defining acceptance criteria and supporting testing activities, including user acceptance testing.
- The ability to think strategically while remaining focused on delivering practical and achievable outcomes.
- A proactive and adaptable approach, with a willingness to challenge assumptions, identify opportunities and continuously improve ways of working.
- Strong attention to detail, with the ability to document requirements clearly, accurately and in a way that supports successful delivery.
- A collegiate approach and active contribution to an inclusive, collaborative and innovative culture.

Requirements

• Baseline clearance (Protected, Highly Protected, Restricted, Confidential)

• Five or more years’ experience as a business analyst.

Eligibility

- To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant’s suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
    - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
    - Completion of a medical declaration and pre-employment medical (where required),
    - Providing evidence of qualifications (where required), and
    - Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Baseline security clearance or hold a current security clearance at an appropriate level.
- To be eligible for role, applicants must have five or more years’ experience as a business analyst.

Notes

Applications close Tuesday 29 September 2026 at 11:30pm AEST.

Applicants are asked to quote reference number 26-RPSDIV-31834 to assist when making an enquiry.

This recruitment process is being used to fill both ongoing and non-ongoing positions.
Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended.

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Michael Davis, 02 5132 1889
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0772446

National Health and Medical Research Council

Closing Date:Sunday 04 October 2026

Various Various

Job Title	Policy Officer & Project Officer Bulk Round
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$89,489 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Three days working from home and two days in the office each week.
Classification	APS Level 5
Position Number	18-2026
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

Are you ready to make a real impact on the future of Australian health and medical research?

The National Health and Medical Research Council (NHMRC) is on the lookout for dynamic and passionate professionals to assist with shaping policy and delivering innovative programs in a fast paced, collaborative environment.

You will have the opportunity to assist with ground-breaking initiatives, work with passionate experts and contribute to meaningful change across the nation. If you are seeking a role where your expertise and enthusiasm will drive impactful outcomes, apply to be considered for current and future vacancies.

We have Policy Officer & Project Officer vacancies in the following branches.

Research Foundations

The Research Foundations Branch develops strategies for investing in health and medical research, leads on NHMRC's grant application and peer review processes for large-scale

schemes and post-award management for all NHMRC and MRFF schemes managed by NHMRC. Our work includes the continuous review and improvement of research policy, grant guidelines, peer review processes, monitoring and compliance along with evaluating the impacts of NHMRC funded research. The branch also leads NHMRC's engagement in national and international networks aiming to improve research assessment, research data quality and open access to outputs of NHMRC funded research.

The Branch is comprised of the Ideas Grants, Investigator Grants, Research Administration and Research Policy and Evaluation sections.

Research Partnerships

The Research Partnerships Branch is responsible for driving the translation of evidence into health policy and clinical practice through partnerships and strategic engagement. The branch manages grant schemes focused on translating research into policy and practice through the Clinical Trials and Cohort Studies, Development Grants, Targeted Calls for Research, Partnership Projects and Centres of Research Excellence grant scheme. We implement priority-driven health and medical research initiatives and bilateral and multilateral funding opportunities with international funders and manage grant opportunities for the Medical Research Future Fund (MRFF) working closely with the Department of Health, Disability and Ageing. The Branch is also responsible for NHMRC's International Engagement Strategy, Research Translation Strategy, our strategic and health priorities, consumer and community involvement and managing a range of advisory committees.

The Branch is comprised of the Research Strategy and Engagement, Research Strategy - National Strategy, MRFF A & B, Translation Programs, Research Security and Research Collaborations sections.

Research Quality and Advice

The Research Quality and Advice Branch is responsible for a range of clinical practice, public health and environmental health guidelines (and associated products and methods) that support the translation of research into health service delivery for the Australian community. The branch leads NHMRC's work to increase equity in health research, including gender and Aboriginal and Torres Strait Islander health. The Branch also works with experts and the community to develop frameworks that support quality, integrity and ethics in health and medical research in Australia. This includes oversight of the Australian Code for the Responsible Conduct of Research, the development of ethical guidelines for research involving humans and animals, and the regulation of research involving human embryos.

The Branch is comprised of the Clinical Practice and Guidelines, Environmental Health, Ethics and Integrity, Indigenous Advice, Public Health Guidelines and Research Quality and Equity sections.

For further information refer to the Job Description.

Duties

As a Policy Officer or Project Officer your duties may include, but are not limited to:

- Assisting with the design and the implementation of policy, guidelines, projects and programs.
- Establishing and maintaining productive working relationships with a diverse range of stakeholders across NHMRC and externally.
- Drafting high-quality briefings, correspondence and reports for the Executive, Minister and committees.
- Planning, monitoring and reporting on project milestones to ensure deliverables and timeframes are met within available resources.
- Supervising staff where required.

Eligibility

NHMRC is an inclusive and diverse employer that supports gender equity and diversity in leadership. We welcome and encourage applications from everyone, including People with Disability, First Nations peoples, LGBTIQA+ people, mature age people, people from culturally and linguistically diverse backgrounds.

Eligibility

To be eligible for a position at NHMRC, you must be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to undertake a Nationally Coordinated Criminal History Check.

Mandatory requirement

The successful candidate will be required to obtain and maintain a Baseline security clearance.

Notes

Principles for candidate use of AI in recruitment

Candidates should familiarise themselves with the Australian Public Service Principles for candidate use of AI in recruitment as they guide the ethical, responsible and transparent use of AI tools by candidates engaging in APS recruitment processes. These principles are designed to ensure that the use of AI tools by candidates aligns with the expectations outlined in the APS Values and Employment Principles and maintains the integrity of recruitment decisions and outcomes.

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC's responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC's grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than $1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Sadia Breeze, 02 6217 9225
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

This notice is part of the electronic Public Service Gazette PS37 Weekly Gazette Thursday (Vacancy Notices) - 17 September 2026.pdf Published by Australian Public Service Commission.

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Health

Vacancy VN-0772689

National Health and Medical Research Council

Closing Date:Monday 28 September 2026

Corporate Operations Governance and Legal

Job Title	Senior Governance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$99,734 - $111,701
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Flexible Working Arrangements
Classification	APS Level 6
Position Number	16-2026
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

The National Health and Medical Research Council (NHMRC) is seeking a motivated and highly organised individual to fill the role of **Senior Governance Officer**. The successful candidate will support the delivery of the Governance and Legal Section's functions. The role will include managing Freedom of Information (FOI) requests and privacy matters, as well as supporting other work of the section.

The successful candidate will be able to apply sound judgement, manage competing priorities and communicate clearly with a range of internal and external stakeholders. They will be comfortable working both independently and as part of a small team, and will bring a flexible, practical and service-focused approach to supporting NHMRC to meet its statutory, governance and integrity obligations.

What we offer

What truly makes us a great place to work? It is our people and the culture we have built together. With an 87% response rate in the 2026 APS Employee Census, NHMRC employees reported high levels of pride (90%), commitment (94%) and connection to our purpose (95%). NHMRC scored above the APS average across key employee experience measures, including wellbeing, innovation, communication and speak up culture. At NHMRC, you will find meaningful work, supportive leadership, flexible ways of working, and a collaborative environment where people can thrive and make a difference.

Our roles come with broad responsibilities and minimal hierarchy, making it easier to get things done. You will be part of a small, inclusive, and high performing team with a strong, supportive culture.

We offer:

- A truly flexible workplace culture.
- A dynamic, diverse and supportive team across Melbourne and Canberra.
- Wellbeing programs including up to 6 free counselling sessions per year and a workplace that genuinely cares.
- Generous recreational leave, personal leave, cultural leave, parental leave and paid end-of-year shutdown.
- Study assistance and professional development opportunities that align with your career goals.
- Opportunities to be trusted to lead high value projects with the freedom to innovate and the support to grow.
- Strategic exposure where you can engage directly with senior leaders and contribute to decisions that shape our future direction.

About the Branch

The **Corporate Operations** Branch comprises four sections that play key strategic leadership and advisory roles and deliver operational support to NHMRC across: People, Property and Security; Finance; Governance and Legal, and Communications, Parliamentary and Events. The four Directors in Corporate Operations Branch operate under limited direction, reporting directly to the General Manager and Chief Operating Officer (SESB2).

About the Section

The **Governance and Legal** section supports strong governance at NHMRC through the provision of in-house legal services across a range of legal matters. It also ensures NHMRC meets its obligations in relation to privacy, freedom of information requests, external complaints and public interest disclosures and effective fraud and corruption control.

Duties

As the **Senior Governance Officer**, you will support the delivery of NHMRCs governance and accountability functions, including but not limited to:

- Responding to FOI requests (including drafting decisions, providing timely and high-quality advice and redacting documents), ensuring statutory timeframes are met in line with the Freedom of Information Act 1982 (Cth)
- Providing guidance to decision-makers on FOI process and legislation
- Performing other functions of the section, such as privacy work, managing complaints, and development and review of policies and processes

- Communicating with a diverse range of internal and external stakeholders, providing prompt, efficient and personalised service, and
- Drafting written work, such as briefs and reports for the Executive, ministerial briefings, committee papers and correspondence.

Core capabilities

The successful candidate will demonstrate the following:

- Performing other functions of the section, such as privacy work, managing complaints, and development and review of policies and processes
- Communicating with a diverse range of internal and external stakeholders, providing prompt, efficient and personalised service, and
- Drafting written work, such as briefs and reports for the Executive, ministerial briefings, committee papers and correspondence.

Highly desirable

The following will be highly regarded:

- Demonstrated experience and knowledge of responding to FOI requests, or the ability to quickly acquire this.

Eligibility

How to apply

You will need to complete the online application form and provide:

- a short pitch (no more than 750 words) explaining how your skills, knowledge and experience will be relevant to the role
- a current Resume
- contact details of two referees, one of whom should be your current supervisor or manager.

NHMRC is an inclusive and diverse employer that supports gender equity and diversity in leadership. We welcome and encourage applications from everyone, including People with Disability, First Nations peoples, LGBTIQA+ people, mature age people and people from Culturally and Linguistically Diverse backgrounds.

Notes

To be eligible for a position at NHMRC, you must be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to undertake a Nationally Coordinated Criminal History Check.

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC's responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC's grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than $1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Tom Cagorski, 02 6217 9020
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0772564

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Monday 28 September 2026

Corporate
Intelligence and Information Systems Intelligence Systems Delivery

Job Title	Technical Team Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$121,756 - $146,676
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	Executive Level 1
Position Number	6626_09/26_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

The Technical Team Lead is responsible for the technical leadership, sustainment and modernisation of critical intelligence systems within the Intelligence Service Line (ISL). The role leads a small team that provides planning, development, maintenance, guidance and modernisation of intelligence software applications and supporting components.

This role applies deep technical expertise to ensure applications remain secure, reliable and fit for purpose. Furthermore, this role has accountability for the ongoing sustainment of classified systems in a business as usual and project environment, including bespoke and commercial off the shelf solutions.

The Technical Team Lead works closely with technical teams, business stakeholders, delivery partners and vendors, leads and mentor staff, and is accountable for the quality, timeliness and outcomes of technical delivery within their area of responsibility.

Duties

As a Technical Team Lead, you will:

• Provide technical leadership and authoritative advice on the sustainment and modernisation of complex intelligence systems, shaping technical direction and standards.

• Manage complexity and competing priorities to deliver work activities across production support, enhancements and upgrades, balancing delivery, risk, security and operational stability.

• Build and maintain productive working relationships with business/technical areas, delivery partners and vendors, translating complex technical issues into clear options and recommendations.

• Apply critical thinking and deep technical analysis to diagnose system issues, manage risk, and design sustainable solutions in regulated, security sensitive environments

• Manage a small team of ICT professionals delivering quality ITIL service management to a number of specialist applications.

Desirable skills and experience:

• Strong experience with multitiered systems and databases including and not limited to Oracle and SQL Server based platform and enterprise web technologies, build tools and code deployment, installation and integration of software and system troubleshooting.

• As a team lead, experience in supporting and integrating bespoke and commercial offtheshelf applications, including thirdparty vendor solutions.

• Experience contributing technical input to briefings, change submissions and governance papers to support senior decisionmaking.

• Familiarity with ITIL service management and delivery tooling such as ServiceNow, Azure DevOps or Jira.

We invite applications from people with the following experience, skills and attributes:

• Relevant tertiary qualifications and/or experience in Information Communication and Technology (ICT)

• Demonstrated experience in delivering within the ITIL service management framework, sustaining and enhancing enterprise systems in a controlled production environment, with accountability for operational stability and outcomes.

• Demonstrated ability to lead or coordinate endtoend delivery and sustainment activities, including incident and problem resolution, defect remediation, testing, change control and production release.

• Strong technical experience with development of enterprise multitiered systems.

• Proven ability to support and integrate commercial, modified and bespoke applications, including thirdparty and government offtheshelf products, within regulated and securitysensitive environments.

• Welldeveloped management, stakeholder engagement, documentation and prioritisation skills, with the judgement to balance delivery, risk, compliance and system reliability in a complex intelligence setting.

Eligibility

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

• **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting Level 1 security clearance.

• **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. Please refer to the ACIC's Character Standards for further information.

Notes

The ACIC is committed to diversity and inclusion. We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Betty, 02 6268 7595
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0772668

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Tuesday 29 September 2026

Chief Operating Officer
Intelligence Operations National Criminal Intelligence System (NCIS)

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$121,756 - $146,676
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	to be negotiated
Classification	Executive Level 1
Position Number	6573_07/26_IIS
Agency Website	https://www.acic.gov.au/

Job Description

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

The Opportunity

The Project Manager role is responsible for the management oversight responsibility of partner projects to deliver against agreed outcomes for the NCIS Program at the direction of Partner Adoption Director and NCIS Program Manager.

As the key liaison between the NCIS Program and State Partners, the Project Manager is responsible to direct and support partner projects:

• Provide review, feedback and quality assurance of partner project artefacts; investment proposals, plans, schedules, reports, registers and other related project management documents to ensure appropriate management of scope, schedule, budget, quality, risk and issue management processes to ensure outcomes are delivered.

• Develop and maintain partner project budgets, and track costs and expenditure to deliver the project within tolerances.

• Identification and management of risk and issues for national escalation.

• Engage with an extensive array of stakeholders on any given project.

• Plan and facilitate stakeholder engagement activities for the NCIS Program in cohesion with the NCIS Stakeholder Manager.

Duties

As a Project Manager you will:

• Lead and manage one or more partner projects that contributes to the NCIS Program’s outcomes and objectives, in accordance with the ACIC's ICT program and project management framework and ensure projects integrate with the ACIC's business.

• Develop high quality documentation including business cases, project plans, risk management plans, and other project management control documentation in accordance with ACIC policies and standards.

• Design, schedule and coordinate activities to achieve key project objectives and deliverables

• Develop and implement effective project monitoring, financial reporting, governance and risk management arrangements using corporate tools and applications.

• Engage with stakeholders from various projects. Establishing and maintaining strong relationships with internal and stakeholders to ensure access to resources and alignment with other interrelated projects, and external (business partners) stakeholders to ensure current and emerging needs are addressed.

• Deliver and support procurement activities.

• Formally attend the governance board meetings, prepare reports, advice and recommendations for presentation at more senior governance forums

• Apply a comprehensive knowledge of the principles, practices and theories as they relate to effective project management, with particular regard to Agile and PRINCE2 methodologies, together with the ability to apply these within the ACIC.

Desirable skills and experience:

• Demonstrated experience in the successful management and delivery of technology and business transformation related projects, preferably in a law enforcement and/or intelligence context, with experience in:

– product based planning

– managing multiple projects concurrently

– National and cross-agency integration projects.

• Specialised knowledge and experience across multiple project methodologies including waterfall and Agile.

• Demonstrated ability to work with a high degree of independence and professionalism, including the ability to prioritise and undertake a varied workload and respond positively and flexibly to change.

• Strong interpersonal skills, including both oral and written communication, in addition to strong stakeholder engagement skills with a demonstrated ability to quickly build trust and effectively manage expectations.

• Qualifications: Project Management and/or Tertiary ICT qualifications or equivalent/demonstrated experience are highly regarded.

Skills and Capabilities

We invite applications from people with the following experience, skills and attributes:

• Demonstrated experience leading and managing complex projects or programs to deliver strategic business outcomes.

• Strong project management capabilities, including planning, scheduling, governance, risk and financial management.

• Experience developing high-quality project documentation, including business cases, project plans, governance papers and reporting artefacts.

• Proven ability to coordinate multiple priorities and deliver outcomes within complex and dynamic environments.

• Excellent stakeholder engagement and relationship management skills, with the ability to build and maintain effective partnerships across government, law enforcement and external organisations.

• Strong communication, negotiation and influencing skills, including the ability to provide advice and recommendations to senior stakeholders and governance forums.

• Experience applying project management methodologies and frameworks to support successful project delivery.

• Ability to identify, manage and escalate project risks, issues and dependencies to support informed decision-making.

• Experience supporting procurement activities and delivering outcomes within government governance and compliance frameworks.

• Demonstrated ability to work collaboratively across multidisciplinary teams and coordinate activities across interconnected projects and work streams.

• Sound judgement, problem-solving skills and the ability to operate with a high degree of autonomy and professionalism.

• Knowledge of Agile and PRINCE2 project management methodologies is highly desirable.

• Experience delivering technology-enabled business transformation initiatives and working within ICT delivery environments is highly regarded.

Eligibility

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

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To Apply

Position Contact	Kellie-Sue, 02 6268 7195
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Industry, Science, Energy and Resources

Vacancy VN-0772753

Australian Nuclear Science and Technology Organisation

Closing Date:Sunday 27 September 2026

Financial and Business Support
Group Finance Financial and Support Services

Job Title	Officer Revenue Accountant
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$75,142 - $97,569
Future Merit Locations	Lucas Heights
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-2396
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

https://careers.ansto.gov.au/job/Sydney-Officer-Revenue-Accountant-NSW/1367412566/

Position Overview

- Ongoing I Full Time | $75k - $97k +15.4% super | Salary sacrificing available
- Development opportunities with a linked role | Onsite Childcare for Employees | Cafe on site
- Sutherland Shire location | Health & Wellbeing Programs | generous leave provisions
- Manage ANSTO's Accounts Receivable - take ownership of critical accounting processes while partnering with stakeholders across ANSTO to deliver exceptional financial outcomes

About the Opportunity

To deliver an efficient, effective and compliant site wide accounting service which supports ANSTO’s business needs. Communicates at all levels across the organisation to gain an understanding of client’s business needs.

Plan, organise, direct, control and coordinate the financial transactional activities associated with general accounting, bank reconciliation, accounts receivable functions and procure to payment

across the organisation. This includes managing and coordinating people, processes and technology to ensure the scheduled work is performed safely, in accordance with work instructions, and the requirements of accounting standards and internal controls.

About You

"Join a collaborative supportive team where your accounting expertise, attention to detail, and customer-focused approach will help support critical financial operations across ANSTO. We're seeking a proactive professional who enjoys improving processes, working with stakeholders, and delivering high-quality outcomes." Ian Blythe, Manager Business Services

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Working with us you will enjoy

ANSTO offers training and development, performance-based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:
    - 18 weeks Parental leave for primary caregiver
    - 14 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

Duties

Band 3 Accountabilities

- Preparation and processing of general journals and other financial accounting related activities as required.
- Assist with preparation of statutory returns such as BAS, payroll tax and any other regulatory returns as directed.
- Perform the reconciliation of general ledger accounts to sub systems and external documentation to ensure they balance, and that any discrepancies or variations are investigated, reported and corrected on a timely basis.
- Ensure the provision of customer focused, accurate, timely and consistent advice and service to ANSTO employees, suppliers and customers.
- Develop and document standard procedures for work within the system environment to maintain records of changes to systems in accordance with ITS policy and consistent with ANSTO’s quality management system.
- Review systems and procedures to ensure they are optimised.

Please view Band 4 accountabilities in the full Position Description or click Apply to view

Eligibility

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Ian Blythe on (02) +61 2 9717 3668. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 11:59pm 27 September 2026

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply

for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Notes

About the Australian Nuclear Science and Technology Organisation

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

To Apply

Position Contact	Donna Mansfield, (02) 9717-9361
Agency Recruitment Site	https://careers.ansto.gov.au/job/Sydney-Officer-Revenue-Accountant-NS

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Industry, Science, Energy and Resources

Vacancy VN-0772591

Department of Industry, Science and Resources (DISR)

Closing Date:Friday 25 September 2026

National Measurement Institute
Legal Metrology TMS Region 1

Job Title	Technical Senior Inspector
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	$102,072 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 6
Position Number	1199_08/26
Agency Website	https://www.industry.gov.au/

Job Description *https://industrycareers.nga.net.au/?jati=EE9CEE7B-D2E5-E811-611F-ED4BA5DB4A0E*

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

The National Measurement Institute (NMI) is Australia's national authority on measurement. We maintain and regulate Australia's measurement system, develop national measurement standards, and deliver measurement products and client services.

The Legal Metrology Branch helps ensure consumers and industry can rely on trusted measurements for fair trade. Trade Measurement Services delivers risk-based national compliance activities. Inspectors test measuring instruments, pre-packaged products and trading practices, and support other government agencies through memoranda of understanding.

This position supports Region 1, which includes the Northern Territory, South Australia, Tasmania, Victoria and Western Australia. The role works closely with Assistant Managers, inspectors, technical specialists and program teams across Australia.

The opportunity

As a Technical Senior Inspector, you will provide specialist technical leadership across Trade Measurement Services. Working with reasonable autonomy, you will guide complex regulatory work, exercise sound judgement within legislative and policy frameworks, maintain technical capability, support national program delivery and coach inspectors across a geographically dispersed region.

This is an opportunity to influence consistent national regulatory practice, resolve complex technical issues and improve operational outcomes. Your work will contribute directly to fair trading and confidence in Australia's measurement system.

What's in it for you?

- Apply and expand your expertise in complex measuring instruments and regulatory practice.
- Lead technical work, national projects, training and capability development.
- Work with internal and external stakeholders on matters of regional and national significance.
- Build leadership experience while supporting a collaborative and inclusive team.

Our ideal candidate

Our ideal candidate demonstrates the capabilities expected at APS Level 6. You exercise sound technical judgement, analyse complex information and provide practical, evidence-based advice within established legislative, policy and regulatory frameworks. You manage competing priorities, take responsibility for the quality and timeliness of your work, and escalate significant risks appropriately.

You communicate complex technical matters clearly, build productive relationships and influence consistent practice. You support the capability and performance of others through coaching, feedback, training and quality assurance. Comprehensive knowledge of trade measurement inspection and verification, including experience testing complex measuring instruments, is essential.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Capabilities for success

- Technical expertise and judgement: applies comprehensive trade measurement knowledge to complex issues and makes defensible decisions.
- Leadership and capability development: provides technical leadership, sets clear expectations and develops others through coaching, assessment and feedback.
- Communication and influence: explains complex information clearly, adapts communication to the audience and builds agreement on practical outcomes.
- Planning and delivery: manages competing priorities across locations, monitors progress and delivers accurate work within agreed timeframes.
- Collaboration and integrity: builds trusted relationships, models APS Values and contributes to an inclusive, accountable and safety-focused culture.

Duties

Region 1 is a geographically dispersed operational team. The Technical Senior Inspector works across state and territory boundaries and balances planned program work with emerging technical and regulatory priorities. Day-to-day work involves independent judgement, virtual collaboration and regular engagement with inspectors, managers, program teams and technical specialists.

The role combines office-based technical work with field inspections, travel, training and stakeholder engagement. Priorities may change in response to compliance risks, operational incidents or national program requirements. You will be expected to communicate early, manage risks and support consistent outcomes across the region.

You will also be required to:

- Provide authoritative technical advice and make sound decisions within relevant legislation, policy, procedures and regulatory frameworks.
- Lead or support complex, sensitive or high-risk inspections, investigations and enforcement activities, identifying risks and recommending proportionate action.
- Analyse emerging issues, inspection outcomes and operational information to recommend improvements to compliance approaches, technical policy and business processes.
- Coach, mentor and provide constructive feedback to inspectors, building technical capability, accountability and consistently high-quality work.
- Coordinate and deliver technical training, competency assessment and presentations in partnership with Assistant Managers and subject-matter experts.
- Maintain technical expertise through field inspections and testing, including complex instruments.
- Build productive relationships and communicate with influence across internal teams, regulated entities, industry stakeholders and other government agencies.
- Lead or contribute to national compliance programs, projects, work health and safety requirements, quality assurance and continuous improvement activities.

Eligibility

Applicants must hold a current Australian driver’s licence and demonstrate attainment of:

- Certificate IV in Government Investigations, or equivalent.
- Certificate IV in Trade Measurement, or a higher relevant qualification.
- Certificate IV in Training and Assessment, or the ability to obtain it within 18 months of commencing.
- Appointment as an Inspector under section 18MA of the National Measurement Act 1960.

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

Desirable qualifications and experience include First Aid and CPR certification, a forklift or truck licence, and experience in quality auditing.

The successful applicant will undertake regular interstate and intrastate travel, including overnight absences of up to one week. Travel may total approximately 12 weeks or 48 nights each year. Occasional out-of-hours work may also be required.

The role involves work at varied business premises and may include physical activities such as lifting, bending, pulling, pushing and reaching. Vaccinations, periodic health monitoring and other controls may be required in accordance with risk assessments, policy and health advice.

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 position is based in Adelaide, Hobart, Perth or Melbourne. Flexible work arrangements may be available, subject to operational requirements and agreement with the business area. The role is not fully remote because regular field work, travel and face-to-face activities are required.

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

About the Department of Industry, Science and Resources (DISR)

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQA+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Stephanie Wise, 0417537148
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=EE9CEE7B-D2E5-E811-611F-ED

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Industry, Science, Energy and Resources

Vacancy VN-0772641

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 29 September 2026

Job Title	Project Scientist - CRV
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	North Ryde NSW
Salary	$81,448 - $87,918
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As this is a laboratory-based position, the successful candidate will be expected to work primarily on site.
Classification	APS Level 4
Position Number	1176_08/26
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

We are the Australian Government's national authority on measurement. We play an important role in the Australian economy by leading, maintaining and regulating Australia's measurement system. We deliver world-class measurement products, advice and client services and administer the regulatory framework for measurement. Our national measurement standards are recognised internationally, and we work to enhance and maintain these standards.

We value the different skills, knowledge and perspectives our employees bring. We're committed to giving everyone an equal opportunity to participate, contribute and progress. Our values and behaviours centre on being, adaptable, innovative, accountable, strategic, inclusive and influential.

About the Chemical Reference Values (CRV) team

The Chemical Reference Values (CRV) team within the National Measurement Institute (NMI) comprises 16 scientists delivering proficiency testing (PT) services and producing reference materials (RMs) and reference values. The team applies routine methods to assess the homogeneity and stability of PT samples, alongside high-accuracy reference methods for the certification of matrix reference materials and the assignment of values to PT samples. A core responsibility of the team is the coordination and delivery of NMI's chemical PT program.

This position reports to a Senior Scientist and contributes to the delivery of the PT program, which includes approximately 20 schemes per year across food, environmental, and illicit drug testing. The role involves supporting sample production and characterisation using routine methods, liaising with clients, and preparing detailed technical reports. It also requires maintaining quality and safety standards across all activities.

The opportunity

Join a team of passionate scientists at the National Measurement Institute and make a meaningful contribution to Australia's scientific capability. Working at the intersection of analytical chemistry, quality assurance and measurement science, you'll help deliver nationally important proficiency testing programs while developing your technical skills in a collaborative and supportive environment.

What’s in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 15.4% employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year.
- maternity and paternity leave
- flexible working arrangements such as teleworking, part time and job sharing where possible.
- access to staff counselling services.

Our ideal candidate

Our ideal candidate will have the following skills and capabilities

- A degree in chemistry or a related discipline
- Experience in analytical chemistry; good understanding of qNMR analysis is highly desirable
- Working knowledge of relevant quality standards eg ISO 17043, 17025
- Good understanding of statistics and evaluation of measurement uncertainty
- High level skills in MS Office applications, particularly Word, Excel, and Access
- High level communication skills, with demonstrated ability to prepare technical reports and deliver presentations
- A work approach and behaviours aligned with NMI’s values: inclusive, innovative, accountable, adaptable, influential, and strategic

Duties

As the project scientist you will:

- Assist in the organisation of individual PT rounds including:
  - Planning
  - Preparation of suitably homogeneous and stable PT samples
  - Communication with participants and coordination of logistical aspects including sample despatch and sourcing of relevant permits,
  - Data analysis including statistical evaluation and scoring,
  - Production of detailed technical reports, and
  - Client liaison.
- Perform homogeneity analysis and produce reference values for PT samples using qNMR , GCMS and LCMS.
- Assist with the introduction of new PT programs, and associated development activities, to enhance the scope of NMI’s program.
- Maintain measurement standards, quality systems and technical documentation in compliance with CRV accreditation requirements (ISO17043, ISO17025, ISO17034)
- Assist with stakeholder engagement and coordination of workshops
- Contribute to publications.

Eligibility

A degree in chemistry or a related discipline

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies for 18 months from the date the vacancy was advertised in the Gazette.

Vaccination for Hepatitis A, B, and Tetanus is required for this position. NMI will provide vaccination for the successful applicant if required.

As this is a laboratory-based position, the successful candidate will be expected to work primarily on site. Ad hoc requests to work from home may be considered subject to operational requirements and manager approval.

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

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To Apply

Position Contact	Luminita Antin, 02 9449 0205
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0772716

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 01 October 2026

Minerals and Resources

Job Title	Manager (Multiple Positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA, Darwin NT
Salary	$152,420 - $164,106
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 2
Position Number	0425_04/26
Agency Website	https://www.industry.gov.au/

Job Description *https://industrycareers.nga.net.au/?jati=62568C24-CEDD-3EA4-384A-ED4D089F81D4*

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impacts in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

Help shape the future of Australia's resources sector.

The Minerals and Resources Division works on nationally significant issues spanning mining, mine-site remediation, critical minerals and resource productivity.

We turn government priorities into practical outcomes—providing strategic policy advice, delivering major programs and working with industry, First Nations partners, communities, governments and international partners. Our work contributes to Australia's economic resilience, sovereign capability and position in global resources markets.

Our nationally based teams bring together diverse expertise to solve complex problems in a fast-moving environment. We value sound judgement, constructive collaboration and clear thinking—and offer EL2 leaders the opportunity to guide capable teams and influence work of national importance.

The opportunity

The Minerals and Resources Division are looking for high performing managers to provide strategic leadership across a range of policy issues, programs and business functions, while guiding teams to deliver high-quality outcomes aligned with government priorities and departmental objectives. We are looking to fill vacancies across our five Branches:

- Mining and Remediation: provides policy advice on Australia's mining sector, major commodities, and stewardship of legacy rehabilitation projects.
- Critical Minerals Office: provides policy advice and facilitation services for industry to grow Australia's critical minerals sector; delivering the Critical Minerals Strategy 2023-30 and associated initiatives.
- Critical Minerals Security: develops critical minerals policy to support Australia's economic and national security, including through international engagement, strategic project financing, and foreign investment settings.
- The Critical Minerals Strategic Reserve – Policy Branch: develops the policy settings and government advice that guide the design and operation of the Reserve.
- Critical Minerals Strategic Reserve - Assessments Branch: provides market, commercial and financial analysis to assess proposals and inform decisions on potential government support.

This recruitment will be used to fill existing and potential future vacancies.

What’s in it for you?

You will work on high-priority initiatives shaping Australia’s mining, remediation and critical minerals sectors, with opportunities to influence major government decisions, build new capabilities and collaborate across government, industry and international partners.

Our ideal candidate

Our ideal candidate will demonstrate a combination of the following:

- Strategic thinking and problem-solving skills.
- Strong analytical capability, with experience assessing complex commercial, financial, market or policy evidence to support sound decisions.
- Experience leading collaborative teams and developing high-performing people.
- Proactive with excellent judgement and decision-making capability.
- Exceptional written and verbal communication skills.
- The ability to influence outcomes and build productive relationships with diverse stakeholders.
- Experience leading complex projects, programs or policy initiatives.
- Resilience, adaptability and the ability to manage competing priorities.
- A commitment to integrity, professionalism and continuous improvement.
- 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 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

EL2 duties across the Division include but are not limited to:

- Leading teams, mentoring and nurturing staff and supporting senior executives to deliver meaningful and impactful policy advice
- Lead complex assessments and analysis, drawing together commercial, financial, market and policy evidence to provide clear, defensible advice.
- Leading policy analysis, complex program management or regulation of matters relating to:
    - Critical Minerals
    - Mining and Remediation
- Delivering budget measures and deliverables as outlined in the Critical Minerals Strategy 2023-2030
- Represent the department and lead stakeholder engagement across government and with external stakeholders including international counterparts, industry and First Nations partners.
- Provide strategic advice, problem solving and issues management, reporting to the Executive.

Eligibility

An understanding of the resources sector is desirable.

NV1 or NV2 security clearance is desirable but not required for all roles.

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

Our division has a national footprint, and we will consider applications from all locations across Australia. Some operational requirements and security clearances may apply to certain roles.

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 based Australia-wide and flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

About the Department of Industry, Science and Resources (DISR)

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To Apply

Position Contact	Cassandra Turnbull, 0417 324 510
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=62568C24-CEDD-3EA4-384A-ED

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Industry, Science, Energy and Resources

Vacancy VN-0772561

IP Australia

Closing Date:Thursday 24 September 2026

Various Various

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$81,115 - $87,920
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements are available
Classification	APS Level 4
Position Number	1888
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

Executive Assistants at IP Australia are integral to the smooth operation of the agency. They provide high-level executive and administrative support to Senior Executives and their teams, ensuring the effective coordination and delivery of business priorities.

We are seeking a highly organised, tech savvy and detail- orientated individual to join our team. Our ideal candidate is an adaptable professional with excellent communication skills, strong judgement and the ability to build productive working relationships.

The Executive Assistant role is a position of trust that requires emotional intelligence, discretion and a high level of personal integrity.

You will act as a key point of contact for internal and external stakeholders, representing Senior Executives and the agency with professionalism, while coordinating administrative functions across the branch in collaboration with other Executive Assistants.

This role is suited to individuals who thrive in dynamic environments, demonstrate strong problem-solving capability, and confidently manage competing priorities.

Duties

- Providing executive and administrative support to one or more General Managers, including proactively managing schedules, calendars, inboxes, correspondence, anticipating needs and ensuring your Executive isn’t overcommitted.
- Coordinating meetings, events and business activities, including logistics, agendas and briefing materials, recording minutes, and tracking follow-up actions.
- Supporting branch operations by coordinating workflows, arranging travel and accommodation, preparing supporting documentation, and managing credit card acquittals.
- Preparing and quality assuring a range of documentation, including correspondence, briefs, reports and presentations.
- Processing invoices and payments, supporting procurement activities, and maintaining financial records in line with agency requirements.
- Maintaining business information and records, including organisational charts, distribution lists, staffing information and access requests.
- Managing and maintaining business group SharePoint and intranet content, including newsletters, all-staff communications, events and key business information.
- Applying agency policies, procedures to provide administrative support and ensure compliance activities requirements are met.
- Building and maintaining productive relationships with internal and external stakeholders, coordinating inputs, managing competing priorities, and negotiating timeframes where required.
- Exercising sound judgement and discretion in handling sensitive, confidential and priority matters.
- Collaborating with Executive Assistants and other support staff across the agency to share information and ensure consistent way of working.

Eligibility

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

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to IP Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Some applicants may be able to obtain and maintain a security clearance at a specified clearance level – please check the vacancy information section for security clearance requirements.

The successful applicant must be willing to disclose all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months initially with the possibility of extension.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQA+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

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

About the IP Australia

IP Australia is the Australian Government agency that drives innovation by administering intellectual property (IP) rights, including patents, trade marks, designs, and plant breeder’s rights. Our mission is simple: to help Australians turn great ideas into reality through a world-class IP system that fuels creativity, investment, and economic growth. Working with us means being part of a team that influences global IP frameworks, supports trade agreements, and educates businesses and individuals on the value of IP. We’re not just about protecting ideas—we’re about enabling innovation that benefits everyone. At IP Australia, we foster an inclusive and diverse culture where every individual feels respected and valued. We believe that diversity drives innovation, and we

are committed to creating a workplace where everyone can thrive and reach their full potential. We understand the importance of flexibility and wellbeing. That's why we offer hybrid work arrangements, flexible hours, and programs to support mental health and overall wellbeing. Our focus on psychological safety ensures that employees feel secure and supported in their roles. Professional growth is a priority for us. We provide opportunities for skill development, education support, and clear pathways for career progression. Whether you're starting your career or looking to advance, IP Australia offers the tools and resources to help you succeed. Our benefits are designed to support your lifestyle and future. With competitive conditions such as 15.4% superannuation contributions, salary packaging options, and family-friendly policies, we make sure our employees are well taken care of. Finally, integrity is at the heart of everything we do. We uphold the highest standards of fairness and respect, maintaining a workplace built on trust and collaboration. At IP Australia, you'll be part of an organisation that values both people and purpose.

To Apply

Position Contact	Charlotte Iggulden, 02 6283 2903
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772619

Australian Maritime Safety Authority

Closing Date:Thursday 24 September 2026

Regulation and Vessel Certification
Domestic Vessel Survey and Certification

Job Title	Senior Marine Surveyor
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Adelaide SA, Hobart TAS, Adelaide SA, Fremantle WA, Coffs Harbour NSW, Sydney NSW
Salary	$154,955 - $179,636
Future Merit Locations	Brisbane, Canberra, Melbourne, Adelaide, Hobart, Fremantle, Coffs Harbour, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible - Hybrid
Classification	Executive Level 2
Position Number	1237
Agency Website	https://www.amsa.gov.au/about

Job Description

https://careers.amsa.gov.au/en/listing/

Senior Marine Surveyor

$154,955 - $179,636 + 15.4% super

AMSA Level 7

Location flexible (any AMSA office)

Ongoing

- Apply your marine survey expertise to support the safety and compliance of Australia's domestic commercial vessel fleet.
- Contribute to audits, assessments and regulatory decision-making that support AMSA's accredited marine surveyor scheme and National System.
- Enjoy flexible work, generous benefits incl 15.4% super and Christmas shutdown.

About AMSA - Work with Purpose

At Australian Maritime Safety Authority (AMSA), every role contributes to our mission to protect lives, support safe maritime operations, and safeguard Australia’s marine environment.

We are Australia’s national agency responsible for maritime safety, protection of the marine environment, and maritime and aviation search and rescue. We regulate vessel safety and seafarer qualifications, provide the infrastructure for safe navigation in Australian waters, and coordinate national search and rescue services. These outcomes are enabled by strong corporate, digital and specialist capabilities that support our operational work nationwide.

With around 500 employees across Australia, AMSA operates in a complex, highly regulated environment and offers meaningful careers with national reach and long-term impact. Learn more at **amsa.gov.au**.

Duties

About the Role

As Senior Marine Surveyor, you will provide expert technical advice to support the objectives of AMSA's Regulation and Vessel Certification Division.

Reporting to the Principal Surveyor and working as part of a national team, you will undertake audits and technical assessments, make delegated decisions, contribute to standards development, and provide advice to accredited surveyors, industry stakeholders and colleagues. Your expertise will support the safe operation and certification of domestic commercial vessels across Australia.

This role offers the opportunity to apply your specialist knowledge in a nationally significant regulatory environment while contributing to the continuous improvement of Australia's domestic commercial vessel sector.

In this role you will:

- Conduct audits, assessments and monitoring activities relating to accredited surveyors and contribute to the development of auditing procedures and frameworks.

- Assess applications and make delegated decisions using AMSA's MARS system including certificates of survey, standing exemptions, specific exemptions and equivalences, and alternate survey permissions.
- Provide expert technical advice and guidance to accredited surveyors, industry stakeholders and AMSA colleagues through surveyor workshops and direct engagement.
- Monitor industry developments and emerging maritime technologies, contributing to national and international standards, Marine Orders, the National Standards for Commercial Vessels (NSCV), and Instructions to Surveyors.
- Prepare reports, submissions and briefings for internal and external stakeholders, including AMSA's Executive and Government.
- Contribute to project work and broader AMSA priorities as directed by the Principal Surveyor.

What We're Looking For

You will bring:

- Experience in the survey and technical assessment of domestic commercial vessels within the Australian framework, including practical knowledge of vessel construction, modification, maintenance, compliance and risk-based assessment.
- Relevant qualifications and technical expertise in naval architecture, vessel engineering, as a shipwright or related discipline, together with the ability to become accredited as a DCV Surveyor under the National Law in that discipline.
    - *STCW qualifications must be supported by demonstrated experience on domestic commercial vessels, or in directly relevant near coastal operations, to ensure the candidate has practical knowledge of the domestic commercial vessel sector.*
- Considerable knowledge of the legislative, regulatory and technical frameworks that govern Australia's domestic commercial vessel sector.
- Strong stakeholder engagement and communication skills, with the ability to build productive relationships across government, industry and regulatory environments.
- Experience in audit, assurance or compliance activities, supported by sound judgement and risk-based decision-making.
- Behaviours aligned with One AMSA values and ways of working

For further details, please refer to the **position description.** Information about our terms and conditions of employment are contained in the *AMSA Enterprise Agreement 2024 - 2027*

What We Offer at AMSA

At AMSA, we support our people to do their best work through:

- Competitive remuneration and salary packaging options
- 15.4% employer superannuation contribution
- Generous leave entitlements with 20 days annual leave plus paid Christmas shutdown

- Paid parental leave with 18 weeks for primary and 11 weeks for secondary carer (increasing to 14 weeks from 1 March 2026)
- Wellbeing focus with health reimbursements, flu vaccinations and an Employee Assistance Program for you and your family
- Flexible work including work from home arrangements
- Career development including training, study assistance, paid professional memberships.
- Opportunity to connect, collaborate, and make a difference through AMSA's staff-led networks

One AMSA: Shaping Our Future Together

One AMSA is our commitment to creating a workplace that is safe, respectful and inclusive – where every employee feels valued, supported and empowered to contribute. It shapes how we work together and ensures collaboration, trust, and shared purpose across AMSA.

How to Apply

To apply, visit the Careers at AMSA portal and click 'Apply' on the job listing before **11:55pm AEST on Thursday 24th of September 2026.**

You will need to provide:

- A resume (maximum 3 pages)
- A cover letter (up to 600 words) outlining your suitability based on the key responsibilities and capabilities required for the role.

For further information about the role, contact **Ashley Weir** on 0427 460 617 or Ashley.Weir@amsa.gov.au

For questions about the recruitment process, please contact **recruitment@amsa.gov.au**.

Applications from recruitment agencies will not be accepted, as AMSA recruitment is managed internally.

AMSA does not engage staff under the Public Service Act 1999. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

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	Ashley Weir, 0427460617
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772680

Australian Maritime Safety Authority

Closing Date:Monday 28 September 2026

Maritime Safety and Environmental Compliance
Business Planning and Support

Job Title	Senior Officer Business Planning & Assurance
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Fremantle WA, Adelaide SA, Brisbane QLD, Coffs Harbour NSW, Sydney NSW
Salary	$105,749 - $126,270
Future Merit Locations	Canberra, Melbourne, Fremantle, Adelaide, Brisbane, Coffs Harbour, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible - Hybrid
Classification	APS Level 6
Position Number	2627
Agency Website	https://www.amsa.gov.au/about

Job Description

https://careers.amsa.gov.au/en/listing/

Snr Officer Business Planning & Assurance (APS6 Equivalent)

$105,749 - $126,270 + 15.4% super

Location - Any AMSA Office

Ongoing

About AMSA - Work with Purpose

At the Australian Maritime Safety Authority (AMSA), every role contributes to our mission of ensuring safe vessel operations, combating marine pollution, and rescuing people in distress.

As Australia's national maritime regulator, we coordinate national maritime and aviation search and rescue services, protect Australia's marine environment, and support a safe and resilient maritime industry. Our work is made possible by the expertise of our people across corporate, specialist, digital and operational functions, working together to deliver services nationwide.

With around 500 employees across Australia, AMSA offers meaningful careers in a complex, highly regulated environment where your work has national impact. Learn more at amsa.gov.au.

Duties

About the Role

Join the Marine Safety and Environmental Compliance (MSEC) division and take on a key role in driving governance, assurance, reporting and continuous improvement activities across the division. Reporting to the Business Support Advisor, you will work across a diverse range of audit, regulatory change and business improvement initiatives that support informed decision-making and contribute to the achievement of divisional objectives.

In this role you will:

- coordinate and support business assurance, audit, governance and reporting activities across MSEC
- contribute to regulatory change, operational policy and business improvement initiatives
- support the development and continuous improvement of reporting frameworks, performance measures and business processes
- prepare high-quality reports, briefings and advice to support operational and strategic decision-making
- maintain governance records, audit registers and other key business information
- build productive relationships with stakeholders across AMSA to support collaboration, consultation and the delivery of business outcomes
- identify opportunities to strengthen governance, reporting, assurance and business performance

What We’re Looking For

You will bring:

- Demonstrated experience implementing policy and regulation
- Experience applying or conducting audits and associated reporting activities
- Strong analytical skills, including the ability to assess information, data and outcomes to support business decision-making
- Excellent written and verbal communication skills
- Demonstrated ability to build productive working relationships with stakeholders and influence outcomes
- Demonstrated ability to achieve outcomes in a timely manner when dealing with complex issues
- Behaviours aligned with One AMSA values and ways of working

Highly regarded:

- Experience in, or the ability to quickly gain an understanding of Australia's maritime safety regulatory framework
- Relevant qualifications in public administration, regulation or maritime studies

For further details, please refer to the position description. Information about our terms and conditions of employment are contained in the AMSA Enterprise Agreement 2024 - 2027

What We Offer at AMSA

At AMSA, we support our people to do their best work through:

- Competitive remuneration and salary packaging options
- 15.4% employer superannuation contribution
- Generous leave entitlements with 20 days annual leave plus paid Christmas shutdown
- Paid parental leave with 18 weeks for primary and 14 weeks for secondary carer
- Wellbeing focus with health reimbursements, flu vaccinations and an Employee Assistance Program for you and your family
- Flexible work including work from home arrangements
- Career development including training, study assistance, paid professional memberships.
- Opportunity to connect, collaborate, and contribute through AMSA’s staff-led networks

One AMSA: Shaping Our Future Together

One AMSA is our commitment to creating a workplace that is safe, respectful and inclusive – where every employee feels valued, supported and empowered to contribute. It shapes how we work together and ensures collaboration, trust, and shared purpose across AMSA.

How to Apply

To apply, visit the Careers at AMSA portal and click ‘Apply’ on the job listing before 11:55pm AEST on Monday 28th September 2026.

You will need to provide:

- A resume (maximum 3 pages)
- A cover letter (up to 600 words) outlining your suitability based on the key responsibilities and capabilities required for the role.

For further information about the role, contact Chris Battel at Chris.Battel@amsa.gov.au or Kathy Alling on 0419 727 136.

For questions about the recruitment process, please contact recruitment@amsa.gov.au.

Applications from recruitment agencies will not be accepted, as AMSA recruitment is managed internally.

AMSA does not engage staff under the Public Service Act 1999. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

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	Chris Battel, 0419727136
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772737

Civil Aviation Safety Authority Australia

Closing Date:Sunday 04 October 2026

National Operations & Standards
Airworthiness & Engineering

Job Title	Principal Engineer - Airworthiness Policy - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Sydney NSW, Cairns QLD, Brisbane QLD, Melbourne VIC, Adelaide SA, Darwin NT
Salary	$173,874 - $184,464
Future Merit Locations	Perth, Canberra, Sydney, Cairns, Brisbane, Melbourne, Adelaide, Darwin
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	1854
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Role

As a member of CASA’s Aviation Technical Workforce (ATW), a Principal Engineer - Airworthiness Policy makes a significant contribution to team outcomes, performing complex to highly complex tasks working with limited direction from a Manager and National Manager. The role sits within a

team of aviation and engineering professionals and other related staff, who work collaboratively to deliver on and complete complex to highly complex regulatory policy tasks that deliver on CASA’s strategic operational priorities and work plans.

The Principal Engineer - Airworthiness Policy is a member of the Airworthiness and Engineering Branch that is responsible for airworthiness policy, legislation, guidance material, internal procedures and processes, as well as; aircraft certification; oversight of design and production approval holders; monitoring and addressing unsafe conditions of in-service aircraft; and maintaining Australia's airworthiness obligations under the Chicago Convention and other international agreements.

As the Principal Engineer - Airworthiness Policy you will:

- Exercise decision making and provide professional airworthiness policy recommendations on a range of complex to highly complex airworthiness policy, standards, and regulatory change matters in compliance with applicable legislation, standards, policy, and guidance material, CASA’s Corporate Plan, policies, practices and standards, and in accordance with CASA’s Regulatory Philosophy and assigned delegations.
- Demonstrate leadership to achieve results by working collaboratively with colleagues, providing detailed, timely and constructive input, sharing knowledge and managing performance in accordance with CASA’s Values, policies and practices.
- Actively lead work programs that deliver the various elements of CASA’s strategies and priorities including but not limited to leading airworthiness standards development projects, including policy and legislation development, industry consultation, and implementation activities. Identify opportunities for continuous improvement.
- Work professionally with regulated entities, government departments, the aviation sector and the public when providing airworthiness policy and regulatory change services drawing on expertise to provide advice and technical guidance.
- Work as part of a multidisciplinary team of aviation technical and policy specialists, including internal and external stakeholders, to develop airworthiness policy, standards, and regulatory changes, develop airworthiness agreements with other National Aviation Authorities, keep ICAO compliance status reports of relevant airworthiness legislation up to date, and manage CASA responses to ICAO airworthiness protocols and corrective actions, and present that information to relevant stakeholders or delegates through high quality reports with clear recommendations, identifying any risks and/or systemic issues.
- Assess and analyse industry information, engage with stakeholders, monitor other external influences, assess policy risk, and investigate potential scenarios to develop airworthiness policy, standards, and regulatory change proposals.
- Contribute to colleagues’ development by providing timely and constructive feedback in accordance with CASA’s Values, policies and practices.
- Coach and mentor colleagues and assist in developing their understanding of the regulator’s role.
- Contribute to maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and providing input, where appropriate, into decisions that may impact upon personal health, safety and wellbeing in the workplace.
- Positively engage in and respond to change, including supporting others through change.
- Other duties as required.

Duties

Ideal Candidate

Our ideal candidate must demonstrate the following:

- Demonstrated skills, knowledge and experience relating to the development of airworthiness policy, standards, regulatory change proposals, advisory and guidance material, and associated procedures.
- Ability to work under broad direction from CASA in accordance with established regulatory practices, operational needs, procedures, and assigned delegations.
- Ability to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge and expertise on complex to highly complex matters, and/or unusual matters where standards, policies and procedures may not always cover the circumstances.
- Advanced negotiation, facilitation, influencing and communication skills (written and verbal), to manage disparate views amongst stakeholders, including at senior levels.
- Lead by example and coach others in the completion of discreet work tasks to deliver outcomes or initiatives in complex environments, with the ability to assess emerging issues and trends which may impact on the achievement of outcomes, including developing work plans, allocating work and monitoring progress and outcomes.
- Demonstrated ability to actively engage in effective stakeholder management, including with regulated entities, on sensitive and complex issues requiring conflict resolution within constrained time limits.
- A proven ability to seek out diverse perspectives to identify opportunities and improvements.
- In-depth understanding of aviation industry, civil aviation legislation, and relevant national and international aviation standards.

Mandatory qualifications, licenses and experience

- University level engineering qualification that is applicable to the identified area of specialisation and be eligible for membership of Engineers Australia in the Professional Engineer occupational category.

OR

- Aircraft maintenance engineer licence (or foreign or Defence aircraft maintenance authorisation) and other relevant qualifications.

AND

- 8+ years minimum recent experience in relevant job specialisation as listed above.
- In-depth understanding of Australia’s Civil Aviation Act 1988 (the Act), and relevant CASRs and CARs, guidance materials and other legislation, or similar aviation regulatory regime.

Desirable qualifications, licenses and experience

- Coaching and mentoring of others, preferably in a regulatory environment.
- Hold or be eligible to hold an Australian Security Identification Card (ASIC).
- Policy experience.
- Recent application of knowledge across a range of policy and regulatory change duties, with high complexity.
- An Australian Class C driver’s licence.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position's occupant must be an Australian citizen with the ability to obtain and maintain the required level of security clearance as required.
- As an employee in a safety sensitive position, perform, or be available to perform, safety sensitive aviation activities, as defined in the Civil Aviation Safety Regulations 1998.
- Undertake and pass a pre-employment alcohol and drug test as part of CASA's Alcohol and Other Drugs Directive and Procedure.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Ben Challender, 0262171429
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772738

Civil Aviation Safety Authority Australia

Closing Date:Sunday 04 October 2026

National Operations & Standards
Airworthiness & Engineering

Job Title	Principal Engineer - Airworthiness Policy
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Sydney NSW, Cairns QLD, Brisbane QLD, Melbourne VIC, Adelaide SA, Darwin NT
Salary	$173,874 - $184,464
Future Merit Locations	Perth, Canberra, Sydney, Cairns, Brisbane, Melbourne, Adelaide, Darwin
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	1854
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Role

As a member of CASA's Aviation Technical Workforce (ATW), a Principal Engineer - Airworthiness Policy makes a significant contribution to team outcomes, performing complex to highly complex tasks working with limited direction from a Manager and National Manager. The role sits within a team of aviation and engineering professionals and other related staff, who work collaboratively to deliver on and complete complex to highly complex regulatory policy tasks that deliver on CASA's strategic operational priorities and work plans.

The Principal Engineer - Airworthiness Policy is a member of the Airworthiness and Engineering Branch that is responsible for airworthiness policy, legislation, guidance material, internal procedures and processes, as well as; aircraft certification; oversight of design and production

approval holders; monitoring and addressing unsafe conditions of in-service aircraft; and maintaining Australia's airworthiness obligations under the Chicago Convention and other international agreements.

As the Principal Engineer - Airworthiness Policy you will:

- Exercise decision making and provide professional airworthiness policy recommendations on a range of complex to highly complex airworthiness policy, standards, and regulatory change matters in compliance with applicable legislation, standards, policy, and guidance material, CASA’s Corporate Plan, policies, practices and standards, and in accordance with CASA’s Regulatory Philosophy and assigned delegations.
- Demonstrate leadership to achieve results by working collaboratively with colleagues, providing detailed, timely and constructive input, sharing knowledge and managing performance in accordance with CASA’s Values, policies and practices.
- Actively lead work programs that deliver the various elements of CASA’s strategies and priorities including but not limited to leading airworthiness standards development projects, including policy and legislation development, industry consultation, and implementation activities. Identify opportunities for continuous improvement.
- Work professionally with regulated entities, government departments, the aviation sector and the public when providing airworthiness policy and regulatory change services drawing on expertise to provide advice and technical guidance.
- Work as part of a multidisciplinary team of aviation technical and policy specialists, including internal and external stakeholders, to develop airworthiness policy, standards, and regulatory changes, develop airworthiness agreements with other National Aviation Authorities, keep ICAO compliance status reports of relevant airworthiness legislation up to date, and manage CASA responses to ICAO airworthiness protocols and corrective actions, and present that information to relevant stakeholders or delegates through high quality reports with clear recommendations, identifying any risks and/or systemic issues.
- Assess and analyse industry information, engage with stakeholders, monitor other external influences, assess policy risk, and investigate potential scenarios to develop airworthiness policy, standards, and regulatory change proposals.
- Contribute to colleagues’ development by providing timely and constructive feedback in accordance with CASA’s Values, policies and practices.
- Coach and mentor colleagues and assist in developing their understanding of the regulator’s role.
- Contribute to maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and providing input, where appropriate, into decisions that may impact upon personal health, safety and wellbeing in the workplace.
- Positively engage in and respond to change, including supporting others through change.
- Other duties as required.

Duties

Ideal Candidate

Our ideal candidate must demonstrate the following:

- Demonstrated skills, knowledge and experience relating to the development of airworthiness policy, standards, regulatory change proposals, advisory and guidance material, and associated procedures.
- Ability to work under broad direction from CASA in accordance with established regulatory practices, operational needs, procedures, and assigned delegations.

- Ability to exercise initiative, analysis, problem solving, judgement, and decision-making and apply technical knowledge and expertise on complex to highly complex matters, and/or unusual matters where standards, policies and procedures may not always cover the circumstances.
- Advanced negotiation, facilitation, influencing and communication skills (written and verbal), to manage disparate views amongst stakeholders, including at senior levels.
- Lead by example and coach others in the completion of discreet work tasks to deliver outcomes or initiatives in complex environments, with the ability to assess emerging issues and trends which may impact on the achievement of outcomes, including developing work plans, allocating work and monitoring progress and outcomes.
- Demonstrated ability to actively engage in effective stakeholder management, including with regulated entities, on sensitive and complex issues requiring conflict resolution within constrained time limits.
- A proven ability to seek out diverse perspectives to identify opportunities and improvements.
- In-depth understanding of aviation industry, civil aviation legislation, and relevant national and international aviation standards.

Mandatory qualifications, licenses and experience

- University level engineering qualification that is applicable to the identified area of specialisation and be eligible for membership of Engineers Australia in the Professional Engineer occupational category.

OR

- Aircraft maintenance engineer licence (or foreign or Defence aircraft maintenance authorisation) and other relevant qualifications.

AND

- 8+ years minimum recent experience in relevant job specialisation as listed above.
- In-depth understanding of Australia’s Civil Aviation Act 1988 (the Act), and relevant CASRs and CARs, guidance materials and other legislation, or similar aviation regulatory regime.

Desirable qualifications, licenses and experience

- Coaching and mentoring of others, preferably in a regulatory environment.
- Hold or be eligible to hold an Australian Security Identification Card (ASIC).
- Policy experience.
- Recent application of knowledge across a range of policy and regulatory change duties, with high complexity.
- An Australian Class C driver’s licence.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.

- The position's occupant must be an Australian citizen with the ability to obtain and maintain the required level of security clearance as required.
- As an employee in a safety sensitive position, perform, or be available to perform, safety sensitive aviation activities, as defined in the Civil Aviation Safety Regulations 1998.
- Undertake and pass a pre-employment alcohol and drug test as part of CASA's Alcohol and Other Drugs Directive and Procedure.

Notes

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process

About the Civil Aviation Safety Authority Australia

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To Apply

Position Contact	Ben Challender, 0262171429
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772556

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

Closing Date:Sunday 27 September 2026

Enabling Services
Government and Business Services Ministerial Services & Cabinet / Parliamentary Services / Ministerial Liaison & Support

Job Title	APS6 - Senior Ministerial, Cabinet & Parliamentary Service Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,733 - $118,084
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	48127
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Operating in a dynamic and complex environment, the Government and Business Services Branch is a trusted, clientfocused branch which enables the department to support Ministers' Offices through fit-for-purpose services and expert advice to support ministers and the department to make informed decisions, and satisfy ministerial and parliamentary obligations. It is a respectful, inclusive and enjoyable place to work and grow.

There are several opportunities in our ministerial services, parliamentary services, and ministerial liaison and support teams.

The **Ministerial Services and Cabinet Section, Parliamentary Services Section, and Ministerial Liaison and Support Section** play pivotal roles in the efficient and effective management of workflow between the department and minister's offices, supporting Parliamentary activities, and facilitating support and engagement with the offices through providing strategic advice and services. This includes managing high-priority matters, coordinating processes, clear communication, and building and maintaining strong relationships with others. The Senior Services Officers work closely with internal and external stakeholders to ensure timely and seamless delivery across the department and to the ministers' offices.

The Ministerial Services team leads and is responsible for the delivery of the ministerial workflow process and provides advice to the department and agencies on ministerial business processes and documents such submissions, briefs, and correspondence. The team manages workflows via PDMS+ ensuring documented procedures are followed, and provides a daily courier service to ministers' offices.

The Cabinet team leads and is responsible for the delivery of the department's Cabinet business and support for Cabinet and Cabinet committee meetings, documents and procedures in accordance with Cabinet protocols via CabNet+. The team administers CabNet+ and manages the lodgement of the portfolio's Cabinet submissions, and coordinates and lodges departmental views on non-portfolio Cabinet submissions. The team also manages the handling of classified information via secure systems including the distribution of international cables.

The Parliamentary Services team leads and is responsible for the delivery of the department's involvement with Parliamentary processes and committees such as Question Time Briefs and Questions on Notice; manages the Tabling, Senate Estimates and Parliamentary Committee Inquires functions and oversees the management and administration of the Parliamentary Document Management System (PDMS).

The Ministerial Liaison and Support team leads and is responsible for the delivery of the department's Departmental Liaison Office (DLO) Program and Framework and supports and facilitates engagement with the department's Ministers' Offices. It provides support to portfolio ministers' offices including administering ministerial accounts, and assisting with ministerial international travel arrangements.

Duties

What you will do

Senior ministerial and parliamentary officers have a key team leadership role to support the Directors and Assistant Directors to manage day-to-day operational functions of the teams. They provide high-level operational advice and support to the department including the Executive, departmental liaison officers, and ministerial offices. They exercise a degree of autonomy,

judgement and initiative to manage competing priorities, support decision-making and ensure the effective delivery of business operations. The role requires flexibility and responsiveness, including the capacity to meet demanding and often competing deadlines.

Senior Ministerial Services Officers

You will have a varied and dynamic role with the following key duties:

- manage the workflow for ministerial submissions, briefs and correspondence, in accordance with ministerial and departmental requirements
- distribute and action tasks within established work practices and identify priority and sensitive tasks for escalation including management of a roster system
- liaise and negotiate with departmental liaison officers (DLOs) on the development and application of guidance
- provide information and advice to departmental line areas to ensure a high level of understanding, quality assurance, compliance and timeliness with ministerial and departmental requirements and work practices
- contribute to the development and maintenance of associated guidelines, templates, and reporting
- assist with the review and implementation of improvements to systems and processes
- build positive relationships including DLOs and divisional/group support units/unit coordinators and ministerial services teams in other portfolios

Senior Parliamentary Services Officers

You will have a varied and dynamic role with the following key duties:

- coordinate and support the delivery of parliamentary processes, including Questions on Notice, Question Time Briefs, Senate Estimates, parliamentary committee inquiries and the tabling of documents required to be presented to Parliament.
- manage the registration, allocation, tracking, version control and quality assurance of parliamentary documents and requests to ensure timely, accurate and coordinated responses across the department and portfolio agencies.
- distribute parliamentary material, sitting week products and committee correspondence, ensuring priority and sensitive matters are identified, managed appropriately and escalated when required.
- provide guidance, advice and assistance to departmental line areas, departmental liaison officers and portfolio agencies to support compliance with parliamentary procedures, departmental requirements and established work practices.
- engage and maintain effective relationships with internal and external stakeholders, including senior executives, ministerial offices, committee secretariats and portfolio agencies, to support timely delivery of parliamentary obligations.

- support section leadership by supervising staff when required, managing upwards, keeping managers and senior executives informed, and sharing knowledge to build capability across the team.
- contribute to continuous improvement by streamlining workflows, maintaining guidelines, templates and reporting, and enhancing service delivery in line with APS Values and departmental priorities.

Senior Ministerial Liaison Officers

You will have a varied and dynamic role with the following key duties:

- provide operational and financial administration for ministerial offices, including managing expense accounts, processing payments, maintaining records and budget oversight, and liaising with suppliers to resolve invoicing, account, access and charging issues
- coordinate business and operational support not administered by Finance, PM&C or parliamentary entitlements, including equipment, services, business cards, ministerial vehicles, parking permits and replacement accessories, exercising sound judgement to support continuity, compliance and value for money
- support ministerial offices and line areas to arrange ministerial international travel, including advice on requirements, templates and quotations, while coordinating processes, records and reporting to support compliance, assurance and oversight
- provide short term offsite relief for DLOs when required, ensuring continuity of operations and effective support to ministerial offices
- provide a central point of contact for ministerial office issue resolution, reporting and temporary APS staffing administration, ensuring timely support and continuity of service to ministerial offices
- develop and maintain clear guidance across key ministerial office and DLO support functions, ensuring processes are understood, consistently applied and updated to support effective service delivery

Senior PDMS Analyst

You will support the administration and continuous improvement of the department’s Parliamentary Document Management System with the following key duties:

- provide high-quality and timely PDMS technical, helpdesk and system support to ministerial offices, senior executives and departmental staff to support business continuity and effective ministerial and parliamentary workflows.
- manage PDMS administration, including system documentation, user profiles, pre-production and training environments, system releases, upgrades and associated maintenance activities.

- schedule, coordinate and deliver PDMS work packages, projects and ad hoc bodies of work to agreed timeframes and quality standards, reporting progress and escalating priority or sensitive matters when required.
- develop and deliver PDMS training packages, user guides and support materials to build capability and support consistent use of PDMS across the department.
- provide clear information, advice and guidance on PDMS functionality, outages, enhancements and work practices through a range of communication channels and training forums.
- engage and maintain effective relationships with internal and external stakeholders, including departmental liaison officers, divisional/group support units, teams within the branch, the Department of Finance PDMS agency support team and other departments.
- identify, analyse and implement PDMS and business process improvements, including reviewing and developing system change requests to improve functionality, automation of workflows, user experience, compliance monitoring and service delivery.
- produce accurate PDMS reports and develop, maintain and enhance PDMS Power BI dashboards to support data-driven decision-making, assurance and compliance monitoring.
- represent the department in inter-governmental working groups and the MPS Community of Practice, contributing to whole-of-government PDMS initiatives and continuous improvement activities.
- support section leadership by supervising staff when required, managing upwards, keeping managers and senior executives informed, exercising sound judgement and sharing knowledge to build capability across the section and branch.

Inherent requirements for the role

The inherent requirements for this role include demonstrated capability against the APS6 Work level standards and:

- **Supporting strategic direction** – Supporting shared purpose and direction by linking goals to operational tasks, clearly communicating objectives, setting team goals and anticipating impacts. Demonstrating judgment and common-sense through objective, evidence-based analysis, problem-solving, and promoting work improvements.
- **Achieving results** – Effectively manage resources by reviewing performance, leveraging team strengths, negotiating responsibilities, and adapting to changes. Taking responsibility for deliverables monitoring progress, adjusting plans, committing to quality, maintaining documentation, and seeking feedback where appropriate.
- **Supporting productive working relationships** – Building and nurturing strong stakeholder relationships by supporting and anticipating stakeholder needs, actively listening, valuing diverse perspectives and working styles, and fostering respect and inclusivity. Supporting team development, including providing timely recognition and constructive feedback.
- **Displaying personal drive and integrity** – Demonstrating professionalism and integrity by following APS and departmental values, providing honest advice, managing risks, and effectively representing the department. Takes responsibility to achieve goals, maintaining resilience under pressure, and committing to self-awareness and continuous personal development
- **Communicating with influence -** Communicating clearly, verbally and in writing. Actively listening and adapting communication by understanding the audience, appropriately tailoring messages, confirming others' views, and addressing misunderstandings promptly.

Desirable requirements

Desirable requirements include experience in using relevant information management systems such as the Parliamentary Document Management System (PDMS+) and CabNet+, or the ability to quickly learn use of these systems.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS6 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions

Eligibility

Eligibility requirements

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

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department’s preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline for ministerial and parliamentary positions and Negative

Vetting 1 clearance for Cabinet positions, or the ability to obtain this level of clearance. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

- **Police check:** The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women’s progression into senior leadership.

To Apply

Position Contact	Renee Osburne, 0499 746 734
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772559

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

Closing Date:Sunday 27 September 2026

Enabling Services
Government and Business Services Ministerial Services & Cabinet / Parliamentary Services / Ministerial Liaison & Support

Job Title	APS6 - Senior Ministerial, Cabinet & Parliamentary Service Officers, Affirmative Measures, First Nations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,733 - $118,084
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	48149
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Operating in a dynamic and complex environment, the Government and Business Services Branch is a trusted, clientfocused branch which enables the department to support Ministers' Offices through fit-for-purpose services and expert advice to support ministers and the department to make informed decisions, and satisfy ministerial and parliamentary obligations. It is a respectful, inclusive and enjoyable place to work and grow.

There are several opportunities in our ministerial services, parliamentary services, and ministerial liaison and support teams.

The **Ministerial Services and Cabinet Section, Parliamentary Services Section, and Ministerial Liaison and Support Section** play pivotal roles in the efficient and effective management of workflow between the department and minister's offices, supporting Parliamentary activities, and facilitating support and engagement with the offices through providing strategic advice and services. This includes managing high-priority matters, coordinating processes, clear communication, and building and maintaining strong relationships with others. The Senior Services Officers work closely with internal and external stakeholders to ensure timely and seamless delivery across the department and to the ministers' offices.

The Ministerial Services team leads and is responsible for the delivery of the ministerial workflow process and provides advice to the department and agencies on ministerial business processes and documents such submissions, briefs, and correspondence. The team manages workflows via PDMS+ ensuring documented procedures are followed, and provides a daily courier service to ministers' offices.

The Cabinet team leads and is responsible for the delivery of the department's Cabinet business and support for Cabinet and Cabinet committee meetings, documents and procedures in accordance with Cabinet protocols via CabNet+. The team administers CabNet+ and manages the lodgement of the portfolio's Cabinet submissions, and coordinates and lodges departmental views on non-portfolio Cabinet submissions. The team also manages the handling of classified information via secure systems including the distribution of international cables.

The Parliamentary Services team leads and is responsible for the delivery of the department's involvement with Parliamentary processes and committees such as Question Time Briefs and Questions on Notice; manages the Tabling, Senate Estimates and Parliamentary Committee Inquires functions and oversees the management and administration of the Parliamentary Document Management System (PDMS).

The Ministerial Liaison and Support team leads and is responsible for the delivery of the department's Departmental Liaison Office (DLO) Program and Framework and supports and facilitates engagement with the department's Ministers' Offices. It provides support to portfolio ministers' offices including administering ministerial accounts, and assisting with ministerial international travel arrangements.

The Ministerial Liaison and Support team leads and is responsible for the delivery of the department's Departmental Liaison Office (DLO) Program and Framework and supports and facilitates engagement with the department's Ministers' Offices. It provides support to portfolio ministers' offices including administering ministerial accounts, and assisting with ministerial international travel arrangements.

Duties

What you will do

Senior ministerial and parliamentary officers have a key team leadership role to support the Directors and Assistant Directors to manage day-to-day operational functions of the teams. They provide high-level operational advice and support to the department including the Executive, departmental liaison officers, and ministerial offices. They exercise a degree of autonomy, judgement and initiative to manage competing priorities, support decision-making and ensure the effective delivery of business operations. The role requires flexibility and responsiveness, including the capacity to meet demanding and often competing deadlines.

Senior Ministerial Services Officers

You will have a varied and dynamic role with the following key duties:

- manage the workflow for ministerial submissions, briefs and correspondence, in accordance with ministerial and departmental requirements
- distribute and action tasks within established work practices and identify priority and sensitive tasks for escalation including management of a roster system
- liaise and negotiate with departmental liaison officers (DLOs) on the development and application of guidance
- provide information and advice to departmental line areas to ensure a high level of understanding, quality assurance, compliance and timeliness with ministerial and departmental requirements and work practices
- contribute to the development and maintenance of associated guidelines, templates, and reporting
- assist with the review and implementation of improvements to systems and processes
- build positive relationships including DLOs and divisional/group support units/unit coordinators and ministerial services teams in other portfolios

Senior Parliamentary Services Officers

You will have a varied and dynamic role with the following key duties:

- coordinate and support the delivery of parliamentary processes, including Questions on Notice, Question Time Briefs, Senate Estimates, parliamentary committee inquiries and the tabling of documents required to be presented to Parliament.
- manage the registration, allocation, tracking, version control and quality assurance of parliamentary documents and requests to ensure timely, accurate and coordinated responses across the department and portfolio agencies.

- distribute parliamentary material, sitting week products and committee correspondence, ensuring priority and sensitive matters are identified, managed appropriately and escalated when required.
- provide guidance, advice and assistance to departmental line areas, departmental liaison officers and portfolio agencies to support compliance with parliamentary procedures, departmental requirements and established work practices.
- engage and maintain effective relationships with internal and external stakeholders, including senior executives, ministerial offices, committee secretariats and portfolio agencies, to support timely delivery of parliamentary obligations.
- support section leadership by supervising staff when required, managing upwards, keeping managers and senior executives informed, and sharing knowledge to build capability across the team.
- contribute to continuous improvement by streamlining workflows, maintaining guidelines, templates and reporting, and enhancing service delivery in line with APS Values and departmental priorities.

Senior Ministerial Liaison Officers

You will have a varied and dynamic role with the following key duties:

- provide operational and financial administration for ministerial offices, including managing expense accounts, processing payments, maintaining records and budget oversight, and liaising with suppliers to resolve invoicing, account, access and charging issues
- coordinate business and operational support not administered by Finance, PM&C or parliamentary entitlements, including equipment, services, business cards, ministerial vehicles, parking permits and replacement accessories, exercising sound judgement to support continuity, compliance and value for money
- support ministerial offices and line areas to arrange ministerial international travel, including advice on requirements, templates and quotations, while coordinating processes, records and reporting to support compliance, assurance and oversight
- provide short term offsite relief for DLOs when required, ensuring continuity of operations and effective support to ministerial offices
- provide a central point of contact for ministerial office issue resolution, reporting and temporary APS staffing administration, ensuring timely support and continuity of service to ministerial offices
- develop and maintain clear guidance across key ministerial office and DLO support functions, ensuring processes are understood, consistently applied and updated to support effective service delivery

Senior PDMS Analyst

You will support the administration and continuous improvement of the department’s Parliamentary Document Management System with the following key duties:

- provide high-quality and timely PDMS technical, helpdesk and system support to ministerial offices, senior executives and departmental staff to support business continuity and effective ministerial and parliamentary workflows.
- manage PDMS administration, including system documentation, user profiles, pre-production and training environments, system releases, upgrades and associated maintenance activities.
- schedule, coordinate and deliver PDMS work packages, projects and ad hoc bodies of work to agreed timeframes and quality standards, reporting progress and escalating priority or sensitive matters when required.
- develop and deliver PDMS training packages, user guides and support materials to build capability and support consistent use of PDMS across the department.
- provide clear information, advice and guidance on PDMS functionality, outages, enhancements and work practices through a range of communication channels and training forums.
- engage and maintain effective relationships with internal and external stakeholders, including departmental liaison officers, divisional/group support units, teams within the branch, the Department of Finance PDMS agency support team and other departments.
- identify, analyse and implement PDMS and business process improvements, including reviewing and developing system change requests to improve functionality, automation of workflows, user experience, compliance monitoring and service delivery.
- produce accurate PDMS reports and develop, maintain and enhance PDMS Power BI dashboards to support data-driven decision-making, assurance and compliance monitoring.
- represent the department in inter-governmental working groups and the MPS Community of Practice, contributing to whole-of-government PDMS initiatives and continuous improvement activities.
- support section leadership by supervising staff when required, managing upwards, keeping managers and senior executives informed, exercising sound judgement and sharing knowledge to build capability across the section and branch.

Inherent requirements for the role

The inherent requirements for this role include demonstrated capability against the APS6 Work level standards and:

- **Supporting strategic direction** – Supporting shared purpose and direction by linking goals to operational tasks, clearly communicating objectives, setting team goals and anticipating impacts. Demonstrating judgment and common-sense through objective, evidence-based analysis, problem-solving, and promoting work improvements.
- **Achieving results** – Effectively manage resources by reviewing performance, leveraging team strengths, negotiating responsibilities, and adapting to changes. Taking responsibility for deliverables monitoring progress, adjusting plans, committing to quality, maintaining documentation, and seeking feedback where appropriate.
- **Supporting productive working relationships** – Building and nurturing strong stakeholder relationships by supporting and anticipating stakeholder needs, actively listening, valuing diverse perspectives and working styles, and fostering respect and inclusivity. Supporting team development, including providing timely recognition and constructive feedback.
- **Displaying personal drive and integrity** – Demonstrating professionalism and integrity by following APS and departmental values, providing honest advice, managing risks, and effectively representing the department. Takes responsibility to achieve goals, maintaining

resilience under pressure, and committing to self-awareness and continuous personal development
- **Communicating with influence -** Communicating clearly, verbally and in writing. Actively listening and adapting communication by understanding the audience, appropriately tailoring messages, confirming others' views, and addressing misunderstandings promptly.

Desirable requirements

Desirable requirements include experience in using relevant information management systems such as the Parliamentary Document Management System (PDMS+) and CabNet+, or the ability to quickly learn use of these systems.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS6 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

This is an Affirmative Measures – First Nations applicants only position. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person

For more information please visit - Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians.

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

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline for ministerial and parliamentary positions and Negative Vetting 1 clearance for Cabinet positions, or the ability to obtain this level of clearance. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check:** The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Renee Osburne, 0499 746 734
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

This notice is part of the electronic Public Service Gazette PS37 Weekly Gazette Thursday (Vacancy Notices) - 17 September 2026.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772560

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

Closing Date:Sunday 27 September 2026

Enabling Services
Government and Business Services Ministerial Services & Cabinet / Parliamentary Services / Ministerial Liaison & Support

Job Title	APS6 - Senior Ministerial, Cabinet & Parliamentary Service Officers, Affirmative Measures, Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,733 - $118,084
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	48150
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Operating in a dynamic and complex environment, the Government and Business Services Branch is a trusted, clientfocused branch which enables the department to support Ministers' Offices through fit-for-purpose services and expert advice to support ministers and the department to make informed decisions, and satisfy ministerial and parliamentary obligations. It is a respectful, inclusive and enjoyable place to work and grow.

There are several opportunities in our ministerial services, parliamentary services, and ministerial liaison and support teams.

The **Ministerial Services and Cabinet Section, Parliamentary Services Section, and Ministerial Liaison and Support Section** play pivotal roles in the efficient and effective management of workflow between the department and minister's offices, supporting Parliamentary activities, and facilitating support and engagement with the offices through providing strategic advice and services. This includes managing high-priority matters, coordinating processes, clear communication, and building and maintaining strong relationships with others. The Senior Services Officers work closely with internal and external stakeholders to ensure timely and seamless delivery across the department and to the ministers' offices.

The Ministerial Services team leads and is responsible for the delivery of the ministerial workflow process and provides advice to the department and agencies on ministerial business processes and documents such submissions, briefs, and correspondence. The team manages workflows via PDMS+ ensuring documented procedures are followed, and provides a daily courier service to ministers' offices.

The Cabinet team leads and is responsible for the delivery of the department's Cabinet business and support for Cabinet and Cabinet committee meetings, documents and procedures in accordance with Cabinet protocols via CabNet+. The team administers CabNet+ and manages the lodgement of the portfolio's Cabinet submissions, and coordinates and lodges departmental views on non-portfolio Cabinet submissions. The team also manages the handling of classified information via secure systems including the distribution of international cables.

The Parliamentary Services team leads and is responsible for the delivery of the department's involvement with Parliamentary processes and committees such as Question Time Briefs and Questions on Notice; manages the Tabling, Senate Estimates and Parliamentary Committee Inquires functions and oversees the management and administration of the Parliamentary Document Management System (PDMS).

The Ministerial Liaison and Support team leads and is responsible for the delivery of the department's Departmental Liaison Office (DLO) Program and Framework and supports and facilitates engagement with the department's Ministers' Offices. It provides support to portfolio ministers' offices including administering ministerial accounts, and assisting with ministerial international travel arrangements.

The Ministerial Liaison and Support team leads and is responsible for the delivery of the department's Departmental Liaison Office (DLO) Program and Framework and supports and facilitates engagement with the department's Ministers' Offices. It provides support to portfolio ministers' offices including administering ministerial accounts, and assisting with ministerial international travel arrangements.

Duties

What you will do

Senior ministerial and parliamentary officers have a key team leadership role to support the Directors and Assistant Directors to manage day-to-day operational functions of the teams. They provide high-level operational advice and support to the department including the Executive, departmental liaison officers, and ministerial offices. They exercise a degree of autonomy,

judgement and initiative to manage competing priorities, support decision-making and ensure the effective delivery of business operations. The role requires flexibility and responsiveness, including the capacity to meet demanding and often competing deadlines.

Senior Ministerial Services Officers

You will have a varied and dynamic role with the following key duties:

- manage the workflow for ministerial submissions, briefs and correspondence, in accordance with ministerial and departmental requirements
- distribute and action tasks within established work practices and identify priority and sensitive tasks for escalation including management of a roster system
- liaise and negotiate with departmental liaison officers (DLOs) on the development and application of guidance
- provide information and advice to departmental line areas to ensure a high level of understanding, quality assurance, compliance and timeliness with ministerial and departmental requirements and work practices
- contribute to the development and maintenance of associated guidelines, templates, and reporting
- assist with the review and implementation of improvements to systems and processes
- build positive relationships including DLOs and divisional/group support units/unit coordinators and ministerial services teams in other portfolios

Senior Parliamentary Services Officers

You will have a varied and dynamic role with the following key duties:

- coordinate and support the delivery of parliamentary processes, including Questions on Notice, Question Time Briefs, Senate Estimates, parliamentary committee inquiries and the tabling of documents required to be presented to Parliament.
- manage the registration, allocation, tracking, version control and quality assurance of parliamentary documents and requests to ensure timely, accurate and coordinated responses across the department and portfolio agencies.
- distribute parliamentary material, sitting week products and committee correspondence, ensuring priority and sensitive matters are identified, managed appropriately and escalated when required.
- provide guidance, advice and assistance to departmental line areas, departmental liaison officers and portfolio agencies to support compliance with parliamentary procedures, departmental requirements and established work practices.
- engage and maintain effective relationships with internal and external stakeholders, including senior executives, ministerial offices, committee secretariats and portfolio agencies, to support timely delivery of parliamentary obligations.

- support section leadership by supervising staff when required, managing upwards, keeping managers and senior executives informed, and sharing knowledge to build capability across the team.
- contribute to continuous improvement by streamlining workflows, maintaining guidelines, templates and reporting, and enhancing service delivery in line with APS Values and departmental priorities.

Senior Ministerial Liaison Officers

You will have a varied and dynamic role with the following key duties:

- provide operational and financial administration for ministerial offices, including managing expense accounts, processing payments, maintaining records and budget oversight, and liaising with suppliers to resolve invoicing, account, access and charging issues
- coordinate business and operational support not administered by Finance, PM&C or parliamentary entitlements, including equipment, services, business cards, ministerial vehicles, parking permits and replacement accessories, exercising sound judgement to support continuity, compliance and value for money
- support ministerial offices and line areas to arrange ministerial international travel, including advice on requirements, templates and quotations, while coordinating processes, records and reporting to support compliance, assurance and oversight
- provide short term offsite relief for DLOs when required, ensuring continuity of operations and effective support to ministerial offices
- provide a central point of contact for ministerial office issue resolution, reporting and temporary APS staffing administration, ensuring timely support and continuity of service to ministerial offices
- develop and maintain clear guidance across key ministerial office and DLO support functions, ensuring processes are understood, consistently applied and updated to support effective service delivery

Senior PDMS Analyst

You will support the administration and continuous improvement of the department’s Parliamentary Document Management System with the following key duties:

- provide high-quality and timely PDMS technical, helpdesk and system support to ministerial offices, senior executives and departmental staff to support business continuity and effective ministerial and parliamentary workflows.
- manage PDMS administration, including system documentation, user profiles, pre-production and training environments, system releases, upgrades and associated maintenance activities.

- schedule, coordinate and deliver PDMS work packages, projects and ad hoc bodies of work to agreed timeframes and quality standards, reporting progress and escalating priority or sensitive matters when required.
- develop and deliver PDMS training packages, user guides and support materials to build capability and support consistent use of PDMS across the department.
- provide clear information, advice and guidance on PDMS functionality, outages, enhancements and work practices through a range of communication channels and training forums.
- engage and maintain effective relationships with internal and external stakeholders, including departmental liaison officers, divisional/group support units, teams within the branch, the Department of Finance PDMS agency support team and other departments.
- identify, analyse and implement PDMS and business process improvements, including reviewing and developing system change requests to improve functionality, automation of workflows, user experience, compliance monitoring and service delivery.
- produce accurate PDMS reports and develop, maintain and enhance PDMS Power BI dashboards to support data-driven decision-making, assurance and compliance monitoring.
- represent the department in inter-governmental working groups and the MPS Community of Practice, contributing to whole-of-government PDMS initiatives and continuous improvement activities.
- support section leadership by supervising staff when required, managing upwards, keeping managers and senior executives informed, exercising sound judgement and sharing knowledge to build capability across the section and branch.

Inherent requirements for the role

The inherent requirements for this role include demonstrated capability against the APS6 Work level standards and:

- **Supporting strategic direction** – Supporting shared purpose and direction by linking goals to operational tasks, clearly communicating objectives, setting team goals and anticipating impacts. Demonstrating judgment and common-sense through objective, evidence-based analysis, problem-solving, and promoting work improvements.
- **Achieving results** – Effectively manage resources by reviewing performance, leveraging team strengths, negotiating responsibilities, and adapting to changes. Taking responsibility for deliverables monitoring progress, adjusting plans, committing to quality, maintaining documentation, and seeking feedback where appropriate.
- **Supporting productive working relationships** – Building and nurturing strong stakeholder relationships by supporting and anticipating stakeholder needs, actively listening, valuing diverse perspectives and working styles, and fostering respect and inclusivity. Supporting team development, including providing timely recognition and constructive feedback.
- **Displaying personal drive and integrity** – Demonstrating professionalism and integrity by following APS and departmental values, providing honest advice, managing risks, and effectively representing the department. Takes responsibility to achieve goals, maintaining resilience under pressure, and committing to self-awareness and continuous personal development
- **Communicating with influence -** Communicating clearly, verbally and in writing. Actively listening and adapting communication by understanding the audience, appropriately tailoring messages, confirming others' views, and addressing misunderstandings promptly.

Desirable requirements

Desirable requirements include experience in using relevant information management systems such as the Parliamentary Document Management System (PDMS+) and CabNet+, or the ability to quickly learn use of these systems.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS6 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to people with disability.

For more information on Affirmative Measures - Disability, please visit - Affirmative measure for recruiting people with disability: guide for applicants.

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

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline for ministerial and parliamentary positions and Negative Vetting 1 clearance for Cabinet positions, or the ability to obtain this level of clearance. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check:** The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Renee Osburne, 0499 746 734
Agency Recruitment Site	https://www.infrastructure.gov.au/department/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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772567

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

Closing Date:Sunday 27 September 2026

Enabling Services
Government and Business Services Ministerial Services & Cabinet / Parliamentary Services

Job Title	EL1 - Assistant Directors, Ministerial, Cabinet, Parliamentary
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$126,838 - $144,278
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	Executive Level 1
Position Number	48126
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Operating in a dynamic and complex environment, the Government and Business Services Branch is a trusted, clientfocused branch which enables the department to support Ministers' Offices through fit-for-purpose services and expert advice to support ministers and the department to make informed decisions and satisfy ministerial and parliamentary obligations. It is a respectful, inclusive and enjoyable place to work and grow.

There are several expected opportunities in our ministerial, parliamentary and Cabinet teams.

The **Ministerial Services and Cabinet Section** and the **Parliamentary Services Section** play pivotal roles in the efficient and effective management of workflow between the department and Ministers' Offices, Cabinet coordination functions, and supporting Parliamentary activities through providing strategic advice and support. This includes managing high-priority matters, coordinating processes, clear communication, and building and maintaining strong relationships with others. The Assistant Directors work closely with internal and external stakeholders to ensure timely and seamless delivery across the department.

The Ministerial Services team leads and is responsible for the delivery of the ministerial workflow process and provides advice to the department and agencies on ministerial business processes and documents such submissions, briefs, and correspondence. The team manages workflows via PDMS+ ensuring documented procedures are followed and provides a daily courier service to ministers' offices.

The Cabinet team leads and is responsible for the delivery of the department's Cabinet business and support for Cabinet and Cabinet committee meetings, documents and procedures in accordance with Cabinet protocols via CabNet+. The team administers CabNet+ and manages the lodgement of the portfolio's Cabinet submissions, and coordinates and lodges departmental views on non-portfolio Cabinet submissions. The team also manages the handling of classified information via secure systems including the distribution of international cables.

The Parliamentary Services team leads and is responsible for the delivery of the department's involvement with Parliamentary processes and committees such as Question Time Briefs and Questions on Notice; manages the Tabling, Senate Estimates, Orders for the Production of Documents, and Parliamentary Committee Inquires functions and oversees the management and administration of the Parliamentary Document Management System (PDMS+). The team administers PDMS+ and the management, coordination, clearance and tabling of parliamentary documents, including reports, responses, and submissions. The team also manages the distribution of parliamentary material, sitting week products and committee correspondence.

Duties

What you will do

- Assistant Directors in the ministerial, parliamentary and Cabinet teams provide high-level strategic and operational advice and support to the department including the Executive, departmental liaison officers, and ministerial offices. They exercise a high degree of autonomy, judgement and initiative to manage competing priorities, support decision-making and ensure the effective delivery of business outcomes. The role requires flexibility and responsiveness, including the capacity to meet demanding and often competing deadlines, with occasional work outside standard hours to support priority business.

- You will have a varied and dynamic role with the following key duties:
- provide strategic direction to the team to deliver efficient and effective services, support for the department's processes, and to meet applicable government requirements
- oversee the management and handling of ministerial, Cabinet or parliamentary business documents and coordination and liaison with business areas
- build positive relationships with internal and external stakeholders including the Executive, Departmental Liaison Officers, divisional/group support units, and colleagues in portfolio agencies and other portfolios
- uplift staff capability and understanding of relevant protocols across the department and ensure the department and relevant agencies have access to high-quality support and training
- drive business improvement, including initiating, reviewing and managing implementation of streamlined workflows, quality assurance processes, guidance materials
- lead, manage and develop team members and manage the team's workload, particularly during peak periods, and promote wellbeing, inclusion and psychological safety.
- These roles may require the successful candidate to have occasional out-of-hours availability for Cabinet and Parliamentary related work including in the lead up to and during Budget, MYEFO and Senate Estimates periods.
- All positions are expected to work collaboratively with Assistant Directors across the section and the wider Branch to coordinate activities, resolve crossteam issues and provide operational coverage as required.

Inherent requirements for the role

The inherent requirements for this role include demonstrated capability against the EI1 Work level standards and:

- **Strategic thinking** - Providing clear direction by aligning daily activities with the Department's strategic objectives, clearly communicating purpose, expectations, and how individual contributions support broader goals. Demonstrating a strong understanding of the Department's mission, considering the long-term impacts of decisions, and ensuring operational alignment. Uses sound judgment and critical thinking to gather and analyse information, exploring different perspectives, identifying gaps, and developing solutions to support effective outcomes.
- **Achieving results** - Contributing own expertise to team goals. Reviewing performance to identify opportunities for continuous improvement and enhanced outcomes. Adaptable to changing requirements and leveraging the knowledge of others. Supports others through change, fostering collaboration by sharing information, and seeking stakeholder feedback to inform improvements
- **Cultivating productive working relationships** - Building and maintaining strong relationships with internal and external stakeholders. Anticipating and responding to stakeholder needs through open communication and collaboration. Working effectively as part of a team, encouraging different perspectives and fostering inclusive, high-performing team environments. Identifying development opportunities, delegating tasks to build capability, setting clear expectations, and providing timely feedback
- **Exemplifying personal drive and integrity** - Upholding the APS Values and Code of Conduct and acting with professionalism, ethically, and impartiality. Representing the Department effectively, providing forthright, impartial advice and constructively engaging with issues. Demonstrating accountability, taking ownership of own and team deliverables,

showing initiative. Pursues continuous personal and professional development with a proactive and growth-focused mindset.

- **Communicating with influence** - Communicates with clarity and confidence, using concise and unambiguous language tailored to audience. Structuring written and verbal communication for maximum impact, actively listening to others, and ensuring mutual understanding. Engages with stakeholders to build support and work toward outcomes that deliver mutual benefit.

Desirable requirements

Desirable requirements include experience in using relevant information management systems such as the Parliamentary Document Management System (PDMS+) and CabNet+, or the ability to quickly learn use of these systems.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an EL1 you will be expected to:

- Lead the integration of cultural considerations into work area outcomes.
- Build trusted relationships with Aboriginal and/or Torres Strait Islander stakeholders.
- Champion cultural capability within teams and challenges culturally unsafe practices.

Eligibility

Eligibility requirements

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Notes

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

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To Apply

Position Contact	Renee Osburne, 0499 746 734
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772568

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

Closing Date:Sunday 27 September 2026

Enabling Services
Government and Business Services Ministerial Services & Cabinet / Parliamentary Services

Job Title	EL1 - Assistant Directors, Ministerial, Cabinet, Parliamentary, Affirmative Measures, First Nations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$126,838 - $144,278
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	Executive Level 1
Position Number	48155
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Operating in a dynamic and complex environment, the Government and Business Services Branch is a trusted, clientfocused branch which enables the department to support Ministers' Offices through fit-for-purpose services and expert advice to support ministers and the department to make informed decisions and satisfy ministerial and parliamentary obligations. It is a respectful, inclusive and enjoyable place to work and grow.

There are several expected opportunities in our ministerial, parliamentary and Cabinet teams.

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The Ministerial Services team leads and is responsible for the delivery of the ministerial workflow process and provides advice to the department and agencies on ministerial business processes and documents such submissions, briefs, and correspondence. The team manages workflows via PDMS+ ensuring documented procedures are followed and provides a daily courier service to ministers' offices.

The Cabinet team leads and is responsible for the delivery of the department's Cabinet business and support for Cabinet and Cabinet committee meetings, documents and procedures in accordance with Cabinet protocols via CabNet+. The team administers CabNet+ and manages the lodgement of the portfolio's Cabinet submissions, and coordinates and lodges departmental views on non-portfolio Cabinet submissions. The team also manages the handling of classified information via secure systems including the distribution of international cables.

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Duties

What you will do

- Assistant Directors in the ministerial, parliamentary and Cabinet teams provide high-level strategic and operational advice and support to the department including the Executive, departmental liaison officers, and ministerial offices. They exercise a high degree of autonomy, judgement and initiative to manage competing priorities, support decision-making and ensure the effective delivery of business outcomes. The role requires flexibility and responsiveness, including the capacity to meet demanding and often competing deadlines, with occasional work outside standard hours to support priority business.

- You will have a varied and dynamic role with the following key duties:
- provide strategic direction to the team to deliver efficient and effective services, support for the department's processes, and to meet applicable government requirements
- oversee the management and handling of ministerial, Cabinet or parliamentary business documents and coordination and liaison with business areas
- build positive relationships with internal and external stakeholders including the Executive, Departmental Liaison Officers, divisional/group support units, and colleagues in portfolio agencies and other portfolios
- uplift staff capability and understanding of relevant protocols across the department and ensure the department and relevant agencies have access to high-quality support and training
- drive business improvement, including initiating, reviewing and managing implementation of streamlined workflows, quality assurance processes, guidance materials
- lead, manage and develop team members and manage the team's workload, particularly during peak periods, and promote wellbeing, inclusion and psychological safety.
- These roles may require the successful candidate to have occasional out-of-hours availability for Cabinet and Parliamentary related work including in the lead up to and during Budget, MYEFO and Senate Estimates periods.
- All positions are expected to work collaboratively with Assistant Directors across the section and the wider Branch to coordinate activities, resolve crossteam issues and provide operational coverage as required.

Inherent requirements for the role

The inherent requirements for this role include demonstrated capability against the EI1 Work level standards and:

- **Strategic thinking** - Providing clear direction by aligning daily activities with the Department's strategic objectives, clearly communicating purpose, expectations, and how individual contributions support broader goals. Demonstrating a strong understanding of the Department's mission, considering the long-term impacts of decisions, and ensuring operational alignment. Uses sound judgment and critical thinking to gather and analyse information, exploring different perspectives, identifying gaps, and developing solutions to support effective outcomes.
- **Achieving results** - Contributing own expertise to team goals. Reviewing performance to identify opportunities for continuous improvement and enhanced outcomes. Adaptable to changing requirements and leveraging the knowledge of others. Supports others through change, fostering collaboration by sharing information, and seeking stakeholder feedback to inform improvements
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- **Exemplifying personal drive and integrity** - Upholding the APS Values and Code of Conduct and acting with professionalism, ethically, and impartiality. Representing the Department effectively, providing forthright, impartial advice and constructively engaging with issues. Demonstrating accountability, taking ownership of own and team deliverables,

showing initiative. Pursues continuous personal and professional development with a proactive and growth-focused mindset.

- **Communicating with influence** - Communicates with clarity and confidence, using concise and unambiguous language tailored to audience. Structuring written and verbal communication for maximum impact, actively listening to others, and ensuring mutual understanding. Engages with stakeholders to build support and work toward outcomes that deliver mutual benefit.

Desirable requirements

Desirable requirements include experience in using relevant information management systems such as the Parliamentary Document Management System (PDMS+) and CabNet+, or the ability to quickly learn use of these systems.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an EL1 you will be expected to:

- Lead the integration of cultural considerations into work area outcomes.
- Build trusted relationships with Aboriginal and/or Torres Strait Islander stakeholders.
- Champion cultural capability within teams and challenges culturally unsafe practices.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

This is an Affirmative Measures – First Nations applicants only position. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person

For more information please visit - Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians.

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

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- **Police check:** The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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

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To Apply

Position Contact	Renee Osburne, 0499 746 734
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

This notice is part of the electronic Public Service Gazette PS37 Weekly Gazette Thursday (Vacancy Notices) - 17 September 2026.pdf Published by Australian Public Service Commission.

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772569

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

Closing Date:Sunday 27 September 2026

Enabling Services
Government and Business Services Ministerial Services & Cabinet / Parliamentary Services

Job Title	EL1 - Assistant Directors, Ministerial, Cabinet, Parliamentary, Affirmative Measures, Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$126,838 - $144,278
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	Executive Level 1
Position Number	48156
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

Operating in a dynamic and complex environment, the Government and Business Services Branch is a trusted, clientfocused branch which enables the department to support Ministers' Offices through fit-for-purpose services and expert advice to support ministers and the department to make informed decisions and satisfy ministerial and parliamentary obligations. It is a respectful, inclusive and enjoyable place to work and grow.

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Duties

What you will do

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Eligibility

Eligibility requirements

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- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline for ministerial and parliamentary positions and Negative Vetting 1 clearance for Cabinet positions, or the ability to obtain this level of clearance. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check:** The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Renee Osburne, 0499 746 734
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772628

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

Closing Date:Sunday 04 October 2026

Job Title	APS6 - General Commercial and/or Property Lawyers, Commercial Law (multiple positions)
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$99,733 - $118,084
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA.
Classification	APS Level 6
Position Number	48131
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Legal and Integrity Division in the department provides high quality, technically excellent, and practical legal advice, support and services to the department and Ministers' offices, in the diverse areas covered by the portfolio.

The Legal and Integrity Division's Commercial Law and Real Property teams are seeking several dynamic and talented APS6 commercial lawyers with some relevant previous legal practice experience to join our growing and fast-paced legal practice. Applicants should have excellent written and oral communication and interpersonal skills and possess the proactive and enquiring mindset needed to deliver high quality commercial legal services to the department.

Successful applicants will collaborate with internal and external stakeholders to deliver key Australian Government outcomes that are crucial to the wellbeing of Australians and the prosperity of our nation. This is a unique opportunity to advance your career and gain experience advising on some of the most important and complex commercial projects within the Australian Public Service (APS).

Working within the Commercial Law team, you will deliver a broad range of legal services to the department, including advising on a wide array of commercial and real property law matters as well as major government projects. Some of the primary areas of focus for the team are:

- major infrastructure projects, including air, road and rail projects (such as the Western Sydney Airport, Moorebank Intermodal Freight Terminal and WestConnex);
- regional development initiatives and grants;
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- communications and technology services including, but not limited to, national broadband and mobile projects;
- significant departmental corporate activities, including ICT procurements;
- aviation, maritime and road transport projects such as a pilot Strategic Fleet of maritime vessels;
- support of Australian culture and arts; and
- facilitating national sporting initiatives, including the 2032 Brisbane Olympics.

Duties

What you will do

Working closely with Senior Lawyers, Principal Lawyers and the General Counsel - Commercial, you will be responsible for:

- taking carriage of commercial and/or real property law matters, proactively identifying legal risks and providing timely and effective legal advice to assist the department achieve its objectives;
- drafting, reviewing and negotiating key transaction and supporting contracts;
- supporting the development and maintenance of the department's commercial law precedents;
- partnering with internal and external stakeholders to inform, design and deliver effective and efficient legal options and solutions that meet the department's requirements;
- managing the procurement of external legal services efficiently to ensure they provide value for money to the department; and
- contributing to team and organisational continuous improvement and skills/capacity building initiatives, including by supporting internal training to the department on commercial law issues from time to time.

Inherent requirements for the role

A successful candidate for this position will be able to demonstrate their capability against the APS 6 Work level standards.

Essential

Our ideal candidate must:

- have relevant post-qualification legal practice experience in a law firm, in house or government environment) in advising on, drafting, reviewing and/or negotiating a range of commercial and/or real property arrangements;
- be flexible, resilient and a strong team player with excellent verbal and written communication skills and the ability to develop strong and collaborative working relationships with colleagues and stakeholders (of all levels);
- possess good attention to detail and under limited supervision, be responsible for delivering and prioritising high-quality work outcomes in a fast-paced environment;
- be able to quickly develop an understanding of the policy and legislative/regulatory framework in which the department operates, as well as its strategic and operational objectives.
- be proactive and possess an agile mindset and strong problem-solving skills;
- strive to continuously develop their legal and other skills, including by responding to constructive feedback; and
- have integrity and be committed to practising in accordance with the Statement of Expectations for Government Lawyers.

Desirable requirements

While not essential, an ideal candidate would also have legal practice experience in one or more of the following:

- the resolution of commercial disputes;
- real property, environment and/or planning matters;
- intellectual property and ICT matters; and/or
- Commonwealth policy and legislative/regulatory frameworks.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS6 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

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

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- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check**: The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.
- **Admission as a legal practitioner** of the High Court or of the Supreme Court of an Australian State or Territory and hold, or be eligible to obtain, a practising certificate in the relevant jurisdiction.

Notes

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

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

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To Apply

Position Contact	Mahoney Smith, 02 6136 8353
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772631

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

Closing Date:Sunday 04 October 2026

Job Title	APS6 - General Commercial and/or Property Lawyers, Commercial Law (multiple positions), Affirmative Measures, First Nations
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$99,733 - $118,084
Future Merit Locations	Canberra, Brisbane, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA.
Classification	APS Level 6
Position Number	48162
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Legal and Integrity Division in the department provides high quality, technically excellent, and practical legal advice, support and services to the department and Ministers' offices, in the diverse areas covered by the portfolio.

The Legal and Integrity Division's Commercial Law and Real Property teams are seeking several dynamic and talented APS6 commercial lawyers with some relevant previous legal practice experience to join our growing and fast-paced legal practice. Applicants should have excellent written and oral communication and interpersonal skills and possess the proactive and enquiring mindset needed to deliver high quality commercial legal services to the department.

Successful applicants will collaborate with internal and external stakeholders to deliver key Australian Government outcomes that are crucial to the wellbeing of Australians and the prosperity of our nation. This is a unique opportunity to advance your career and gain experience advising on some of the most important and complex commercial projects within the Australian Public Service (APS).

Working within the Commercial Law team, you will deliver a broad range of legal services to the department, including advising on a wide array of commercial and real property law matters as well as major government projects. Some of the primary areas of focus for the team are:

- major infrastructure projects, including air, road and rail projects (such as the Western Sydney Airport, Moorebank Intermodal Freight Terminal and WestConnex);
- regional development initiatives and grants;
- administration of and provision of infrastructure and services to Australia's non-self-governing territories such as Christmas Island, Norfolk Island and Jervis Bay;
- communications and technology services including, but not limited to, national broadband and mobile projects;
- significant departmental corporate activities, including ICT procurements;
- aviation, maritime and road transport projects such as a pilot Strategic Fleet of maritime vessels;
- support of Australian culture and arts; and
- facilitating national sporting initiatives, including the 2032 Brisbane Olympics.

Duties

What you will do

Working closely with Senior Lawyers, Principal Lawyers and the General Counsel - Commercial, you will be responsible for:

- taking carriage of commercial and/or real property law matters, proactively identifying legal risks and providing timely and effective legal advice to assist the department achieve its objectives;
- drafting, reviewing and negotiating key transaction and supporting contracts;
- supporting the development and maintenance of the department's commercial law precedents;
- partnering with internal and external stakeholders to inform, design and deliver effective and efficient legal options and solutions that meet the department's requirements;
- managing the procurement of external legal services efficiently to ensure they provide value for money to the department; and
- contributing to team and organisational continuous improvement and skills/capacity building initiatives, including by supporting internal training to the department on commercial law issues from time to time.

Inherent requirements for the role

A successful candidate for this position will be able to demonstrate their capability against the APS 6 Work level standards.

Essential

Our ideal candidate must:

- have relevant post-qualification legal practice experience in a law firm, in house or government environment) in advising on, drafting, reviewing and/or negotiating a range of commercial and/or real property arrangements;
- be flexible, resilient and a strong team player with excellent verbal and written communication skills and the ability to develop strong and collaborative working relationships with colleagues and stakeholders (of all levels);
- possess good attention to detail and under limited supervision, be responsible for delivering and prioritising high-quality work outcomes in a fast-paced environment;
- be able to quickly develop an understanding of the policy and legislative/regulatory framework in which the department operates, as well as its strategic and operational objectives.
- be proactive and possess an agile mindset and strong problem-solving skills;
- strive to continuously develop their legal and other skills, including by responding to constructive feedback; and
- have integrity and be committed to practising in accordance with the Statement of Expectations for Government Lawyers.

Desirable requirements

While not essential, an ideal candidate would also have legal practice experience in one or more of the following:

- the resolution of commercial disputes;
- real property, environment and/or planning matters;
- intellectual property and ICT matters; and/or
- Commonwealth policy and legislative/regulatory frameworks.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement

across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS6 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

This is an Affirmative Measures – First Nations applicants only position. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person

For more information please visit - Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants

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

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.

- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
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- **Police check**: The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.
- **Admission as a legal practitioner** of the High Court or of the Supreme Court of an Australian State or Territory and hold, or be eligible to obtain, a practising certificate in the relevant jurisdiction.

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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

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To Apply

Position Contact	Mahoney Smith, 02 6136 8353
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772635

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

Closing Date:Sunday 04 October 2026

Job Title	APS6 - General Commercial and/or Property Lawyers, Commercial Law (multiple positions) Affirmative Measures, Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$99,733 - $118,084
Future Merit Locations	Canberra, Brisbane, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	48163
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

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- significant departmental corporate activities, including ICT procurements;
- aviation, maritime and road transport projects such as a pilot Strategic Fleet of maritime vessels;
- support of Australian culture and arts; and
- facilitating national sporting initiatives, including the 2032 Brisbane Olympics.

Duties

What you will do

Working closely with Senior Lawyers, Principal Lawyers and the General Counsel - Commercial, you will be responsible for:

- taking carriage of commercial and/or real property law matters, proactively identifying legal risks and providing timely and effective legal advice to assist the department achieve its objectives;
- drafting, reviewing and negotiating key transaction and supporting contracts;
- supporting the development and maintenance of the department's commercial law precedents;
- partnering with internal and external stakeholders to inform, design and deliver effective and efficient legal options and solutions that meet the department's requirements;

- managing the procurement of external legal services efficiently to ensure they provide value for money to the department; and
- contributing to team and organisational continuous improvement and skills/capacity building initiatives, including by supporting internal training to the department on commercial law issues from time to time.

Inherent requirements for the role

A successful candidate for this position will be able to demonstrate their capability against the APS 6 Work level standards.

Essential

Our ideal candidate must:

- have relevant post-qualification legal practice experience in a law firm, in house or government environment) in advising on, drafting, reviewing and/or negotiating a range of commercial and/or real property arrangements;
- be flexible, resilient and a strong team player with excellent verbal and written communication skills and the ability to develop strong and collaborative working relationships with colleagues and stakeholders (of all levels);
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Desirable requirements

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As an APS6 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to people with disability.

For more information on Affirmative Measures - Disability, please visit - Affirmative measure for recruiting people with disability:guide for applicants | Australian Public Service Commission (apsc.gov.au)

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Notes

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

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To Apply

Position Contact	Mahoney Smith, 02 6136 8353
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772692

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

Closing Date:Wednesday 30 September 2026

Job Title	EL2 - Director, First Nations Employment and Procurement Team, Affirmative Measures, First Nations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Darwin NT, Brisbane QLD, Townsville QLD, Cairns QLD
Salary	$149,636 - $178,980
Future Merit Locations	Canberra, Melbourne, Sydney, Darwin, Brisbane, Townsville, Cairns
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA.
Classification	Executive Level 2
Position Number	48148
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Infrastructure Investment Reform Branch, situated in the Land Transport Infrastructure Division (LTID), is responsible for implementation of the Australian Government's land transport infrastructure reforms, including the Federation Funding Agreement Schedule on Land Transport Infrastructure Projects 2024-2029.

This includes strategic advice, policy design and coordination to ensure the Commonwealth is a more informed investor and can leverage its significant investment to achieve broader policy objectives (including First Nations economic empowerment opportunities). The Branch also provides governance and assurance functions for the Infrastructure Investment Program (IIP).

The Branch has an exciting opportunity available as Director of the First Nations Employment and Procurement team. As Director, you will lead a small team responsible for driving improved socio-economic outcomes for First Nations people by leveraging investment in land transport infrastructure.

Currently the team is responsible for the implementation and oversight of the Indigenous Employment and Supplier-Use Infrastructure Framework, which seeks to improve First Nations participation (through direct employment and the use of First Nations suppliers) in the delivery of transport infrastructure projects. The team is currently leading the development of a new Framework to establish a more ambitious approach to improving socioeconomic outcomes for First Nations people.

Duties

What you will do

As an EL2 Director, you will provide high-level strategic leadership, section oversight, and operational policy execution. Your responsibilities will include:

- **Framework development:** Lead the strategic design, rollout, and implementation of the new Framework. You will also be responsible for overseeing the existing Indigenous Employment and Supplier-Use Infrastructure Framework until the new Framework takes effect.
- **Framework implementation (including assessing Indigenous Participation Plans):** Manage the rigorous assessment of incoming Indigenous Participation Plans (IPPs) and lead negotiations to establish required employment and supplier-use targets, collaborating closely with LTID state teams, the department’s First Nations Partnerships Division, and state and territory officials.
- **Data coordination:** Oversee the national coordination of performance reporting relating to First Nations employment and supplier-use targets under the Framework.
- **Executive briefing:** Provide authoritative strategic advice and high-quality written briefings to senior executives and Ministers on performance under the Framework.
- **People leadership:** Shape a supportive, inclusive, and high-performing team culture while ensuring clear performance expectations and strategic capability alignment.

Inherent requirements for the role

To be considered for this position, you must demonstrate the following capabilities evaluated against the Executive Level 2 Work level standards:

- **Strategic capability:** Experience leading policy reform or program delivery, with the ability to drive the development and implementation of improved socio-economic, procurement, and/or employment outcomes.
- **Negotiation and collaboration:** Proven high-level negotiation skills with the capability to partner with internal and external stakeholders (including state and territory officials) to ensure strong implementation of the new Framework.
- **Reporting and governance:** Strong analytical capacity to coordinate reporting across Indigenous Participation Plans and maintain framework integrity.
- **Communication and influence:** Superior written and oral communication skills, with a track record of producing high-level executive briefings and successfully influencing diverse senior stakeholder groups.
- **People and culture leadership:** Proven capacity to lead teams with commitment, taking responsibility for shaping team culture, developing staff capability, steering workflows under tight deadlines, and making an active and positive contribution to the culture and leadership of your work area.

Desirable requirements

- Experience in infrastructure policy, employment policy, or procurement policy.
- Relevant tertiary qualifications in public policy, business, law, or project management.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an EL2 you will be expected to:

- Provide strategic leadership to embed cultural capability across programs, policies or functions.
- Influence senior leaders on culturally informed approaches.

- Drive partnerships and co-design with Aboriginal and/or Torres Strait Islander organisations and communities where applicable or appropriate.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

This is an Affirmative Measures – First Nations applicants only position. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person

For more information please visit - Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants

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

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Clearance Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check:** The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women’s progression into senior leadership.

To Apply

Position Contact	Toby Robinson, 02 6136 7442
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772667

National Archives of Australia

Closing Date:Monday 05 October 2026

-
Government Information and Collection Management Preservation

Job Title	Director Preservation
Job Type	Full-Time, Ongoing
Location	Chester Hill NSW, Mitchell ACT
Salary	$147,889 - $160,006
Future Merit Locations	Chester Hill, Mitchell
Office Arrangement	On Site
Office Arrangement Details	Preservation Facility in Mitchell (ACT) or Chester Chester Hill (Sydney NSW) office.
Classification	Executive Level 2
Position Number	32313
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

http://careers.naa.gov.au/cw/en/listing/

National Archives is seeking a Director to lead the section responsible for preservation of National Archives' analogue collection.

The Director Preservation is responsible for the management and preservation of the National Archives' analogue collection. This position provides national leadership and strategic advice on the preservation of the collection and oversees work to preserve records at risk of loss or deterioration, through preventative preservation strategies, conservation treatments and preservation digitisation processes.

The position requires proven leadership capability and a strong strategic focus, the capacity to build and sustain positive relationships with a wide range of stakeholders, and the ability to identify priorities, pursue innovative approaches and achieve results.

Duties

Under broad direction the main duties of the role are to:

· Lead and manage the Preservation section to achieve organisational objectives in accordance with the National Archives' strategic directions, outcome and outputs framework, legislative framework and other policies

· Provide national leadership and strategic advice on the preservation of the national archival collection.

· Lead the development of standards and policies to preserve and make accessible the national archival collection,

· Oversee work to preserve records at risk of loss or deterioration, through preventative preservation strategies, conservation treatments and preservation digitisation processes.

· Represent National Archives and build and maintain strong partnerships with internal and external stakeholders including national and international cultural institutions and Australian government agencies.

· Inspire and lead a high-performing team, fostering a culture of innovation, collaboration, and

· excellence.

Eligibility

Applicants must be Australian citizens and be able to obtain and maintain a security clearance to NV1 Level.

Notes

Appropriate qualifications or experience in the preservation and/or management of archival collections are essential.

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

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. National Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. National Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Celia Blake, -
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772603

National Film and Sound Archive of Australia

Closing Date:Sunday 27 September 2026

Collection Preservation
Conservation and Collection Management Archive Sales and Loans

Job Title	Collection Conservation Officer
Job Type	Full-Time, Ongoing
Location	Acton ACT
Salary	$79,125 - $86,246
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	You may apply for flexible working arrangements.
Classification	APS Level 4
Position Number	89700
Agency Website	https://www.nfsa.gov.au/

Job Description

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

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year. The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT as well as in Sydney and Melbourne.

We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, and people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the Team

The Conservation team is part of the Conservation and Collection Management section, Collection Preservation Branch. The team has two streams:

- Audiovisual Conservation, who prepare and preserve audiovisual material for digitisation, curatorial and access programs, and analysis of audiovisual materials; and
- Collection Conservation, who care for the documents and artefacts collection including interventive treatments, exhibition preparation, condition reporting and research.

Both teams coordinate and undertake a range of collection are programs such as Integrated Pest Management (IPM), chemical management, collection assessments and procedures for hazards in collections.

The team provides technical advice regarding access and digitisation requests, undertakes straightforward and complex conservation works and ensures the national audiovisual collection is preserved by maintaining current policies and procedures.

The Opportunity

The Collection Conservation Officer is part of a small team reporting to the Team Leader Conservation and plays a key role in a wide range of activities associated with exhibitions, collection care, and preventative conservation and works closely with the Collection Management team by assisting and giving advice on collection storage and rehousing activities.

Duties

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

- Carry out day to day documents and artefacts conservation tasks including:

o examination,

o research,

o conservation treatment; and

o exhibition related work.

- Carry out and report on preventative conservation tasks such as:

o assessment of incoming collection materials including AV materials,

o identification of hazardous materials in the collection (including asbestos, lead paints, vinegar affected materials, mould); and

o gallery cleaning and caring for collection materials on display.

- Assist in preparing objects for exhibition, loan and digitisation.
- Work collaboratively with the other Conservation and Collection Management team members to monitor, implement and address Integrated Pest Management and chemical management.
- Assist in audiovisual conservation projects such as surveys, large collection arrivals and analytical identification using FTIR as required.
- Support the coordination of Conservation team activities, monitoring the achievements of key performance indicators.

Selection Criteria

The successful candidate will demonstrate their capability against the following:

1. Demonstrated understanding and experience working across a range of collection materials, including documents, artefacts and audiovisual objects and ability to apply sound conservation practice to a variety of objects.
2. Demonstrated experience with data management systems and digital asset management systems as they apply to collections.
3. Demonstrated organisational skills and time management including ability to work autonomously or in a team environment to manage a variable workload using initiative and sound judgement.
4. Demonstrated effective written and oral communication skills including the ability to prepare clear and accurate reports to a professional standard.
5. Technical knowledge of risks and hazards associated with collections and proven experience in applying effective risk assessment and management practices.

Eligibility

Qualifications and/or relevant experience required:

Desirable:

- Tertiary qualifications in Cultural Materials Conservation and/or relevant experience working in a collecting institution or archive.
- Current driver licence.

How to Apply

When applying via our online e-recruitment system, please address the details in the ‘Key Responsibilities’ and ‘Selection Criteria’ by outlining in 500 words or less, how your skills and relevant experience demonstrate that you would be our ideal candidate. Your current resume is also to be included in your application.

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

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities.
- Generous leave and flexible working arrangements.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive salary, plus 15.4% superannuation.
- Rewards and recognition initiatives.

Notes

RecuitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information see: RecruitAbility | Australian Public Service Commission (https://apsc.gov.au)

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Shingo Ishikawa, 02 6248 2038
Agency Recruitment Site	https://candidate.aurion.cloud/nfsa/production/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0772718

Office of the eSafety Commissioner

Closing Date:Sunday 27 September 2026

Corporate and Strategy
Education, Prevention and Communities Safer Communities

Job Title	Senior Advisor - Seniors Program
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Pyrmont NSW, Melbourne VIC
Salary	$121,755 - $134,116
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	Executive Level 1
Position Number	1578-2026-1
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

At eSafety, we are pioneers in online safety regulation, leading global efforts to combat digital harms and foster safer, more positive online experiences for all Australians.

Our mission is bold and far-reaching.

From tackling cyberbullying and child sexual exploitation, to confronting emerging harms brought about by new innovations such as generative AI and immersive technologies, we oversee Australia’s online safety landscape.

About the team

eSafety's **Education, Prevention and Communities (EPaC) Branch** oversees the design and delivery of online safety education and prevention programs and strategies.

The branch's objectives are to raise awareness of online harms and safety strategies, upskill, embed protective behaviours and reduce harms associated with being online.

Programs and strategies are targeted to a wide range of audiences including children, young people, parents and carers, educators, adults most at risk of harm, and older Australians.

The **Safer Communities Team** delivers targeted programs and projects to support those adults most at risk of online harm. This includes First Nations people, women, those from LGBTIQ+ communities, culturally diverse audiences, adults with cognitive disability and older Australians. The team also works on programs to reach these at-risk audiences through upskilling organisations and those on the frontline, such as the sports sector and athletes.

The team's support for these audiences aims to be targeted, effective, and up-to-date with emerging technologies and online safety trends.

The team's role includes building relationships across relevant sectors and communities, ensuring existing and new eSafety resources meet diverse audience needs, and promoting online safety best practice across government and non-governmental organisations.

It also includes leading eSafety's work under the National Plan to End Violence Against Women and Children, work to explore the gender-based impacts of online abuse, and support for older Australians to get online safely through the Be Connected digital skills program.

About the role

We are seeking a **Senior Advisor** to lead strategic initiatives and stakeholder engagement to support seniors and vulnerable communities to stay safe online. The role is responsible for ensuring eSafety's support for these communities is targeted, effective, and keeping pace with emerging technologies and online safety trends.

Key responsibilities include leading major initiatives under the Be Connected digital literacy program, including eSafety's intergenerational Young Mentors initiative, and ensuring these programs meet the diverse needs of older Australians.

The role also oversees eSafety's engagement with culturally and linguistically diverse communities, including managing the contract for in-language translation services to deliver high-quality, accessible resources aligned with best practice.

Duties

- Represent eSafety, engage and manage relationships with key stakeholders from across government and community.
- Build and maintain strategic relationships with peak bodies, community organisations and government partners, and promote online safety best practice across sectors.
- Manage existing and new procurement processes and contracts with suppliers.
- Manage the delivery of multiple in-language resources in line with best practice and adhering to Federal Government Language Services guidelines.
- Manage and respond to public enquiries in relation to eSafety's work in this space.
- Contribute to the co-ordination of key eSafety projects.
- Produce high quality written work for a variety of audiences including briefings for senior management and government stakeholders.
- Provide advice within the team and across eSafety.
- Collaborate across multidisciplinary teams to deliver integrated program outcomes.

Click 'Apply now' to visit our careers page and access the **Senior Advisor - Seniors Program Candidate Pack** for full details.

Eligibility

To be eligible for employment with eSafety, applicants must be Australian citizens.

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

Successful applicants are required to satisfy an employment screening process which may include demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

Notes

At eSafety, you'll be part of a passionate team under the leadership of an independent Commissioner who is supported by the Australian Communications and Media Authority (ACMA). Our eSafety staff are ACMA employees who are subject to the terms and conditions of employment in the ACMA's Enterprise Agreement 2024-2027.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles.

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

About the Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australians at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Daragh Galvin, 0408 027 319
Agency Recruitment Site	https://www.acma.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0772521

Aboriginal Hostels Limited

Closing Date:Monday 28 September 2026

Transformation Office

Job Title	Assistant Director, Strategy and Performance
Job Type	Full-Time, Non-Ongoing
Location	Various locations - ACT ACT, Various locations - WA WA, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - NT NT, Various locations - QLD QLD
Salary	$121,755 - $132,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	New Position
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Help turn our 10-year strategy into action

Our 10-year strategy sets an ambitious direction for Aboriginal Hostels Limited (AHL). Now we need the right people to help bring it to life.

We are looking for an experienced Assistant Director, Strategy and Performance to join our Transformation Office and help drive the implementation of our strategy across the organisation. This is a high-impact role for someone who enjoys working at the intersection of strategy, delivery and people. You'll work with senior leaders, business areas and project teams to turn strategic priorities into practical action — helping determine what needs to happen, when it needs to happen and what it will take to deliver.

You'll provide trusted strategic advice, coordinate the sequencing of major initiatives, identify and manage capacity and risk, and help the organisation respond to changing priorities and impacts.

You'll also have a key role in ensuring we know whether our strategy is delivering. You'll monitor progress, identify emerging issues and opportunities, and provide clear, evidence-based reporting and advice to the Executive and Board.

Duties

We're looking for someone who can see the bigger picture, make sense of complexity and turn strategy into action.

You will bring:

- Support the development and implementation of the AHL Transformation Plan inline with the AHL Strategy.
- Provide program and project coordination to sequencing initiatives to manage capacity, risk, and change impact.
- Support and input into the development of evidence-based proposal for future investment linked to AHL 10-year strategy that align with government priorities.
- Provide high-quality strategic advice and input into the implementation of initiatives set out in the AHL Strategy.
- Monitor and report on progress against agreed milestones and outcomes within the Strategy and Transformation Plan including the development of tools and resources to enable the delivery and evaluation of initiatives.
- Work collaboratively with project and business teams to deliver successful outcomes.
- Provide day-to-day supervision, guidance and mentoring to team members and boarder AHL teams to support capability development and performance outcomes.
- Provide regular reporting to the Executive, Board and Committees of the Board as required.

Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain relevant qualifications

Notes

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Rubi Bourke, 02 6212 2081
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772525

Aboriginal Hostels Limited

Closing Date:Monday 28 September 2026

Transformation Office

Job Title	Assistant Director, Change and Engagement
Job Type	Full-Time, Non-Ongoing
Location	Various locations - VIC VIC, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA
Salary	$121,755 - $132,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	New Position
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

The Transformation Office is seeking an experienced Assistant Director, Change and Engagement to support the implementation of the organisation’s 10-year strategy.

The Assistant Director, Change and Engagement will lead and coordinate change management and stakeholder engagement activities associated with initiatives under the 10-year strategy. The role will work across the organisation to ensure people and teams are informed, engaged and supported through change.

The role will provide practical tools, resources and guidance to enable effective change management outcomes and will build change management capability and capacity across Aboriginal Hostels Limited (AHL).

Working collaboratively with leaders, project teams and business areas, the Assistant Director will build strong relationships, understand the impacts of change on people and teams, and provide advice to support successful implementation and sustainable outcomes.

The successful applicant will demonstrate a collaborative, culturally sensitive and people-focused approach, with the ability to work effectively in a complex and changing environment.

Duties

The Assistant Director, Change and Engagement will:

- Develop and implement communication and change management plans for activities outlined in the AHL Strategy.
- Coordinate stakeholder engagement activities and support change initiatives.
- Manage stakeholder communications, queries and engagement activities including development of communication materials.
- Support system and business change releases through effective communication and readiness activities.
- Provide program and project coordination to sequencing initiatives to manage capacity, risk, and change impact.
- Monitor risks, impacts and stakeholder needs, providing advice to support decision-making.
- Contribute to program reporting, governance and continuous improvement activities.
- Work collaboratively with project and business teams to deliver successful outcomes.
- Support leaders to manage change within the AHL and build capability and capacity in change management.
- Provide day-to-day supervision, guidance and mentoring to team members and boarder AHL teams to support capability development and performance outcomes.
- Provide regular reporting to the Executive, Board and Committees of the Board as required.

Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements
- Hold or obtain relevant qualifications

Notes

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Rubi Bourke, 02 6212 2081
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772620

Aboriginal Hostels Limited

Closing Date:Sunday 27 September 2026

SCA Region
SCA Frontline Services Broom Hostel, WA

Job Title	AFFIRMATIVE MEASURES | Cook, Housekeepers and Night Attendants
Job Type	Full-Time;Casual, Ongoing
Location	Broome WA
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 2
Position Number	Multiple
Agency Website	https://www.ahl.gov.au/work

Job Description

www.ahl.gov.au/work

About Aboriginal Hostels Limited (AHL)

AHL is a not-for-profit Commonwealth company dedicated to providing culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Since 1973, AHL has been committed to improving the quality of life and economic opportunities for First Nations people through a national network of over 40 hostels across Australia. Join us in making a meaningful impact and supporting our mission to enhance the lives of First Nations communities.

Duties

About the Roles

This is an affirmative measures process. It is open to Frist Nations candidates only.

Working at AHL means being part of a supportive team where the work is practical, people-focused and meaningful. The small things you do each day matter! AHL is looking for people with backgrounds in hospitality, cleaning, customer service roles as well as those new or returning to the workforce.

Broome Hostel, Western Australia has immediate vacancies for:

- Cook (Full-time)
- Housekeepers (Full-time and casual)

- Night Attendant (Casual)

Why Join Us?

You will join a team that encourages collaboration to achieve outcomes, problem solving, continuous improvement and requires a high level of integrity. We promote a supportive working environment, with a strong commitment to professional growth, inclusion, and public service values.

About You

We are looking for people who are committed to supporting First Nations peoples and contributing to a safe, respectful and culturally safe environment. passionate about supporting First Nations communities:

- value respect and cultural safety;
- team players and strong communicators;
- reliable and take pride in practical work;
- able to follow policies, procedures and instructions; and
- willing to contribute to a welcoming, clean and comfortable environment for residents.

If this sounds like you, we encourage you to apply by visiting - Work with us | Aboriginal Hostels Limited

Eligibility

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

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

Affirmative Measures

This is an Affirmative Measure vacancy which means that Aboriginal and Torres Strait Islander applicants only. The filling of this vacancy is intended to constitute an affirmative measure under Section 26 of the Australian Public Service Commissioner's Directions 2016. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. For further information on Affirmative Measure vacancies please follow the link: Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants | Australian Public Service Commission.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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

About the Aboriginal Hostels Limited

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To Apply

Position Contact	Tiangela Cassidy, 0455 910 177
Agency Recruitment Site	www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772627

Aboriginal Hostels Limited

Closing Date:Sunday 27 September 2026

SCA Region
SCA Frontline Services South Hedland Hostel

Job Title	AFFIRMATIVE MEASURES | Cook, Housekeeper, Night Attendants and Assistant Hostel Manager
Job Type	Full-Time;Casual, Ongoing;Non-Ongoing
Location	South Hedland WA
Salary	-
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 2;APS Level 4
Position Number	Multiple
Agency Website	https://www.ahl.gov.au/work

Job Description

Work with us | Aboriginal Hostels Limited

About Aboriginal Hostels Limited (AHL)

AHL is a not-for-profit Commonwealth company dedicated to providing culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Since 1973, AHL has been committed to improving the quality of life and economic opportunities for First Nations people through a national network of over 40 hostels across Australia. Join us in making a meaningful impact and supporting our mission to enhance the lives of First Nations communities.

Duties

About the Roles

This is an affirmative measure process. It is open to First Nations candidates only.

Working at AHL means being part of a supportive team where the work is practical, people-focused and meaningful. The small things you do each day matter! AHL is looking for people with backgrounds in hospitality, cleaning, customer service roles as well as those new or returning to the workforce.

South Hedland currently has vacancies for:

- APS2 Cook (Casual)
- APS2 Housekeeper (Full-time)

- APS2 Night Attendants (Full-time and casual)
- APS4 Assistant Hostel Manager (Casual)

Why Join Us?

You will join a team that encourages collaboration to achieve outcomes, problem solving, continuous improvement and requires a high level of integrity. We promote a supportive working environment, with a strong commitment to professional growth, inclusion, and public service values.

About You

We are looking for people who are committed to supporting First Nations peoples and contributing to a safe, respectful and culturally safe environment. passionate about supporting First Nations communities:

• value respect and cultural safety;

• team players and strong communicators;

• reliable and take pride in practical work;

• able to follow policies, procedures and instructions; and

• willing to contribute to a welcoming, clean and comfortable environment for residents.

If this sounds like you, we encourage you to apply by visiting the AHL website Work with us | Aboriginal Hostels Limited

Eligibility

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

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

Affirmative Measures

This is an Affirmative Measure vacancy which means that Aboriginal and Torres Strait Islander applicants only. The filling of this vacancy is intended to constitute an affirmative measure under Section 26 of the Australian Public Service Commissioner's Directions 2016. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. For further information on Affirmative Measure vacancies please follow

the link: Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants | Australian Public Service Commission.

Notes

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To Apply

Position Contact	Tiangela Cassidy, 0455 910 177
Agency Recruitment Site	Work with us | Aboriginal Hostels Limited

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Prime Minister and Cabinet

Vacancy VN-0772629

Aboriginal Hostels Limited

Closing Date:Sunday 27 September 2026

SCA Region
SCA Frontline Services Trilby Cooper Hostel, Kalgoorlie WA

Job Title	Cook, Housekeepers, Night Attendants | Affirmative Measures
Job Type	Full-Time;Casual, Ongoing;Non-Ongoing
Location	Kalgoorlie WA
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 2
Position Number	Multiple
Agency Website	https://www.ahl.gov.au/work

Job Description

www.ahl.gov.au/work

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Duties

About the Roles

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Trilby Cooper Hostel - located in *Kalgoorlie, Western Australia* currently has vacancies for:

- Cook (Casual)
- Housekeeper (Full-time and casual)

- Night Attendant (Full-time and casual)

Why Join Us?

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About You

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Eligibility

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To Apply

Position Contact	Tiangela Cassidy, 0455 910 177
Agency Recruitment Site	www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772672

Aboriginal Hostels Limited

Closing Date:Monday 05 October 2026

Frontline Services
NT Region Alice Springs

Job Title	Assistant Hostel Manager, Casual Assistant Hostel Manager
Job Type	Full-Time;Casual, Ongoing;Non-Ongoing
Location	Alice Springs NT
Salary	$79,125 - $86,246
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	VN-0772672
Agency Website	https://www.ahl.gov.au/work

Job Description

Join Our Team and Make a Difference!

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Assistant Hostel Manager to join our team and help create a safe, clean, and welcoming environment at our hostels in the Alice Springs, NT region.

This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for employment in a supportive team where your efforts truly matter, we'd love to hear from you.

Benefits

· Generous shift penalties apply for work after hours, weekends and public holidays.

· Career Growth: Opportunities for career progression within the organisation.

· Remote locality allowance.

· Employee Assistance Program: Access to confidential, professional counselling services for employees, their partners, and dependants.

Your role is to ensure hostel occupancy is high and service to residents is exceptional. You will be a hands-on manager, working closely with the small hostel team to provide three meals a day and ensuring the facility is clean, safe and welcoming. You will be a perfectionist, ensuring all hostel operations are meeting standards in line with guidelines and policies and continually developing your team to improve our service offering. You will be reporting to an Operations Management Team and will provide regular reports on hostel operations to the Operations Management Team and to AHL's National Office business areas as required.

Shifts will generally cover a 7am to 7pm day and you will be required to provide coverage to all Alice Springs Hostels or your allocated hostel.

Duties

Our ideal candidate can:

- demonstrate leadership and accountability.
- understand and apply AHL delegations and broader APS guidelines nd principles.
- liaise with internal and external stakeholders to support residents with efficiency and professionalism.
- create a culture of excellent customer service.
- deliver services in accordance with AHL's operational handbook.
- provide management support to all hostel staff.
- perform all duties with integrity and professionalism.
- adhere to Work Health and Safety practices.

For further information about the role and how to apply please refer to the Vacancy Information available on our website.

Eligibility

Eligibility

Prior to engagement, you will be required to:

- provide evidence of Australian Citizenship;
- Undergo a satisfactory National Criminal History Check;
- meet Fitness for duty requirements;
- hold and maintain a Working with children check in NT; and
- hold or obtain relevant qualifications.

Training is provided by AHL where required.

Notes

How to apply

1. Complete the **Application Form** available on our website Work with us | Aboriginal Hostels Limited
2. Email your current Resume & completed Application Form to jobs@ahl.gov.au by 11:59pm AEDT on **Monday 5 October 2026.**
3. Please include your name and the job reference **(VN-0772672)** in the subject of your email.

Contact Person: JesyJames Carr – 0448 061 407

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

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

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To Apply

Position Contact	JesyJames Carr, 0448 061 407
Agency Recruitment Site	

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Prime Minister and Cabinet

Vacancy VN-0772676

Aboriginal Hostels Limited

Closing Date:Monday 05 October 2026

Frontline Services
NT Region Alice Springs

Job Title	AFFIRMATIVE MEASURES | Assistant Hostel Manager, Casual Assistant Hostel Manager
Job Type	Full-Time;Casual, Ongoing;Non-Ongoing
Location	Alice Springs NT
Salary	$79,125 - $86,246
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	VN-0772676
Agency Website	https://www.ahl.gov.au/work

Job Description

Join Our Team and Make a Difference!

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Assistant Hostel Manager to join our team and help create a safe, clean, and welcoming environment at our hostels in the Alice Springs, NT region.

This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for employment in a supportive team where your efforts truly matter, we'd love to hear from you.

Benefits

· Generous shift penalties apply for work after hours, weekends and public holidays.

· Career Growth: Opportunities for career progression within the organisation.

· Remote locality allowance.

· Employee Assistance Program: Access to confidential, professional counselling for employees, their partners and dependents.

Your role is to ensure hostel occupancy is high and service to residents is exceptional. You will be a hands-on manager, working closely with the small hostel team to provide three meals a day and ensuring the facility is clean, safe and welcoming. You will be a perfectionist, ensuring all hostel operations are meeting standards in line with guidelines and policies and continually developing your team to improve our service offering. You will be reporting to an Operations Management Team and will provide regular reports on hostel operations to the Operations Management Team and to AHL's National Office business areas as required.

Shifts will generally cover a 7am to 7pm day and you will be required to provide coverage to all Alice Springs Hostels or your allocated hostel.

Duties

Our ideal candidate can:

- demonstrate leadership and accountability.
- understand and apply AHL delegations and broader APS guidelines nd principles.
- liaise with internal and external stakeholders to support residents with efficiency and professionalism.
- create a culture of excellent customer service.
- deliver services in accordance with AHL's operational handbook.
- provide management support to all hostel staff.
- perform all duties with integrity and professionalism.
- adhere to Work Health and Safety practices.

For further information about the role and how to apply please refer to the Vacancy Information available on our website.

Eligibility

Eligibility

Prior to engagement, you will be required to:

· provide evidence of Australian Citizenship;

· undergo a satisfactory National Criminal History Check;

· meet Fitness for duty requirements;

· hold and maintain a Working with children check in NT; and

· hold or obtain relevant qualifications.

Training is provided by AHL where required.

Notes

How to apply

1. Complete the **Application Form** available on our website Work with us | Aboriginal Hostels Limited
2. Email your current Resume & completed Application Form to jobs@ahl.gov.au by 11:59pm AEDT **Monday 5 October 2026.**
3. Please include your name and the job reference **(VN-0772676)** in the subject of your email.

Contact Person: JesyJames Carr - 0448 061 407

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To Apply

Position Contact	JesyJames Carr, 0448 061 407
Agency Recruitment Site	

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Prime Minister and Cabinet

Vacancy VN-0772677

Aboriginal Hostels Limited

Closing Date:Tuesday 29 September 2026

Frontline Services
Perth Regional Allawah Grove & Derbal Bidjar Hostels

Job Title	Night Attendants, Cooks/Kitchenhands and Housekeepers
Job Type	Casual, Non-Ongoing
Location	Perth WA
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite only
Classification	APS Level 2
Position Number	VN-0772677
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Join AHL and make a real difference

At Aboriginal Hostels Limited (AHL), we're all about connection, care and opportunity. The work is real and so is the impact!

We provide culturally safe, affordable accommodation for First Nations people travelling away from home and for over 50 years, we have been helping change lives across Australia.

You're not just working; you are creating a place where people can feel safe and at home.

AHL is looking for reliable, and a motivated Casual Night Attendants, Cooks/Kitchenhands and Housekeepers to join our team and help create a safe, clean, and welcoming environment at our Perth Hostels in WA. This is a great opportunity to be part of important work that supports First Nations peoples across Australia.

If you’re looking for a position in a supportive team where your efforts truly matter, we would love to hear from you.

Duties

Key responsibilities:

Night Attendants:

This position will assist with the monitoring of the night security of the hostel in accordance with AHL’s policies and procedures.

Duties include but not limited to:

- Monitor premises to preserve order and protect property.
- Oversee and record entry/exit of residents, staff and visitors.
- Report and assist in escalating emergencies following established procedures.
- Enter and maintain data on AHL’s online reservation system.
- Record daily activities and note irregularities, eg. equipment or property damage, theft, unauthorised persons, or unusual occurrences) using established templates.
- Carry out cleaning duties to ensure hostel grounds, gardens, windows, and the property are kept tidy.

Cook/Kitchenhand:

The Cook and Kitchenhand positions will assist with the preparation of meals and day-to-day operation of the kitchen in accordance with food standards and relevant legislation.

Typical responsibilities for Cook/Kitchenhand may include:

- Preparing and serving meals in accordance with AHL’s set menus.
- Maintaining compliance with Food Safety Standards and other relevant legislation.
- Assisting with food ordering, receive and monitor food and kitchen supplies.
- Cleaning and maintaining kitchen and kitchen equipment.
- Preparing the dining room for mealtimes and clean up afterwards.

Housekeepers:

This position will assist with maintaining a clean, safe and welcoming environment for residents and staff in accordance with organisational standards and relevant legislation.

Typical responsibilities for Housekeeper may include:

- Undertaking daily cleaning tasks throughout the hostel, including resident rooms, common and service areas.
- Ensure cleaning is performed to a high standard and maintaining hygiene requirements.
- Monitoring and maintaining an adequate supply of cleaning products and equipment.
- Inspecting rooms and facilities regularly for maintenance requirements and reporting issues to the Hostel Manager or Assistant Hostel Manager.
- Supporting the hostel team with general housekeeping and ad hoc cleaning tasks as required.

Eligibility

To be eligible to apply, applicants must be Australian Citizens.

Prior to engagement the successful applicants will be required to:

- Provide an Australian Citizenship document (e.g. birth certificate or passport)
- Undergo a satisfactory National Criminal History Check
- Hold and maintain a working with children check in WA
- Meet the fitness for duty requirements
- Hold or obtain relevant qualifications.

All Hostel Workers are required to be in good physical health, and will be required to walk, lift and carry due to the nature of the positions. These positions work a flexible schedule and must be able to move continuously during working hours. Shift work may apply.

Notes

How to apply

1. Upload and **complete the application form**, available from our website Work with us | Aboriginal Hostels Limited
2. Email your **application form and current resume** to jobs@ahl.gov.au by 11:59PM AEST, **Tuesday 29 September 2026**.
3. Include your name and the job reference **(VN-0772677)** in the subject of your email.

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To Apply

Position Contact	Tiangela Cassady, 0431 865 381
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772679

Aboriginal Hostels Limited

Closing Date:Tuesday 29 September 2026

Frontline Services
Perth Regional Allawah Grove & Derbal Bidjar Hostels

Job Title	AFFIRMATIVE MEASURES | Night Attendants, Cooks/Kitchenhands and Housekeepers
Job Type	Casual, Non-Ongoing
Location	Perth WA
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite only
Classification	APS Level 2
Position Number	VN-0772679
Agency Website	https://www.ahl.gov.au/work

Job Description *https://www.ahl.gov.au/work*

Join AHL and make a real difference

At Aboriginal Hostels Limited (AHL), we're all about connection, care and opportunity. The work is real and so is the impact!

We provide culturally safe, affordable accommodation for First Nations people travelling away from home and for over 50 years, we have been helping change lives across Australia.

You're not just working; you are creating a place where people can feel safe and at home.

AHL is looking for reliable, and a motivated Casual Night Attendants, Cooks/Kitchenhands and Housekeepers to join our team and help create a safe, clean, and welcoming environment at our Perth Hostels in WA. This is a great opportunity to be part of important work that supports First Nations peoples across Australia.

If you're looking for a position in a supportive team where your efforts truly matter, we would love to hear from you.

Duties

Key responsibilities:

Night Attendants:

The Night Attendant position will assist with the monitoring of the night security of the hostel in accordance with AHL's policies and procedures.

Duties include but not limited to:

Monitor premises to preserve order and protect property.

Oversee and record entry/exit of residents, staff and visitors.

Report and assist in escalating emergencies following established procedures.

Administrative tasks:

- Enter and maintain data on AHL’s online reservation system.
- Record daily activities and note irregularities, eg. equipment or property damage, theft, unauthorised persons, or unusual occurrences) using established templates.

General domestic duties:

- Carry out cleaning duties to ensure hostel grounds, gardens, windows, and the property are kept tidy.
- Prepare rooms for housekeeping the following day.

Cook/Kitchenhand:

The Cook and Kitchenhand positions will assist with the preparation of meals and day-to-day operation of the kitchen in accordance with food standards and relevant legislation.

Typical responsibilities for Cook/Kitchenhand may include:

- Preparing and serving meals in accordance with AHL’s set menus.
- Maintaining compliance with Food Safety Standards and other relevant legislation.
- Assisting with food ordering, receive and monitor food and kitchen supplies.
- Cleaning and maintaining kitchen and kitchen equipment.
- Preparing the dining room for mealtimes and clean up afterwards.

Housekeepers:

The Housekeeper position will assist with maintaining a clean, safe and welcoming environment for residents and staff in accordance with organisational standards and relevant legislation.

Typical responsibilities for Housekeeper may include:

- Undertaking daily cleaning tasks throughout the hostel, including resident rooms, common and service areas.
- Ensure cleaning is performed to a high standard and maintaining hygiene requirements.
- Monitoring and maintaining an adequate supply of cleaning products and equipment.
- Inspecting rooms and facilities regularly for maintenance requirements and reporting issues to the Hostel Manager or Assistant Hostel Manager.
- Supporting the hostel team with general housekeeping and ad hoc cleaning tasks as required.

Eligibility

To be eligible to apply, applicants must be Australian Citizens.

Prior to engagement the successful applicants will be required to:

- Provide an Australian Citizenship document (e.g. birth certificate or passport)
- Undergo a satisfactory National Criminal History Check
- Hold and maintain a working with children check in QLD
- Meet the fitness for duty requirements
- All Hostel Workers are required to be in good physical health, and will be required to walk, lift and carry due to the nature of the positions. These positions work a flexible schedule and must be able to move continuously during working hours. Shift work may apply.
- Hold or obtain relevant qualifications.

Notes

What We Offer:

- **Competitive Pay & Benefits**: You'll receive 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Job Security & Career Growth:** Enjoy employment with plenty of opportunities to grow and move up within the organisation.
- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.
- **Generous shift penalties** apply for work after hours, weekends and public holidays. This role require one weekend work - 50% penalty rates apply for Saturday, and 100% penalty rates apply for Sunday.
- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous Leave Entitlements** – including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave.
- **Employee Assistance Programme:** Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

How to apply

Upload and **complete the application form**, available from our website Work with us | Aboriginal Hostels Limited

Email your **application form and current resume** to jobs@ahl.gov.au by 11:59PM AEST, **Tuesday 29 September 2026.**

Include your name and the job reference **(VN-0772679)** in the subject of your email.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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

About the Aboriginal Hostels Limited

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To Apply

Position Contact	Tiangela Cassady, 0431 865 381
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772688

Aboriginal Hostels Limited

Closing Date:Tuesday 29 September 2026

Frontline Services
Adelaide Regional Hostels

Job Title	Fulltime Cook, Casual Cooks and Housekeepers
Job Type	Full-Time;Casual, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite only
Classification	APS Level 2
Position Number	VN-0772688
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

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We provide culturally safe, affordable accommodation for First Nations people travelling away from home and for over 50 years, we have been helping change lives across Australia.

You're not just working; you are creating a place where people can feel safe and at home.

AHL is looking for reliable, and a motivated Cooks and Housekeepers to join our team and help create a safe, clean, and welcoming environment at our Adelaide Hostels in SA. This is a great opportunity to be part of important work that supports First Nations peoples across Australia.

If you’re looking for a position in a supportive team where your efforts truly matter, we would love to hear from you.

Duties

Positions AVALIABLE

- Cook (Full-time Monday – Friday)
- Casual Cooks
- Casual Housekeepers

Key responsibilities:

Cook:

This position will assist with the preparation of meals and day-to-day operation of the kitchen in accordance with food standards and relevant legislation.

Typical responsibilities for Cook may include:

- Preparing and serving meals in accordance with AHL’s set menus.
- Maintaining compliance with Food Safety Standards and other relevant legislation.
- Assisting with food ordering, receive and monitor food and kitchen supplies.
- Cleaning and maintaining kitchen and kitchen equipment.
- Preparing the dining room for mealtimes and clean up afterwards.

Housekeepers:

This position will assist with maintaining a clean, safe and welcoming environment for residents and staff in accordance with organisational standards and relevant legislation.

Typical responsibilities for Housekeeper may include:

- Undertaking daily cleaning tasks throughout the hostel, including resident rooms, common and service areas.
- Ensure cleaning is performed to a high standard and maintaining hygiene requirements.
- Monitoring and maintaining an adequate supply of cleaning products and equipment.
- Inspecting rooms and facilities regularly for maintenance requirements and reporting issues to the Hostel Manager or Assistant Hostel Manager.

- Supporting the hostel team with general housekeeping and ad hoc cleaning tasks as required.

Eligibility

To be eligible to apply, applicants must be Australian Citizens.

Prior to engagement the successful applicants will be required to:

- Provide an Australian Citizenship document (e.g. birth certificate or passport)
- Undergo a satisfactory National Criminal History Check
- Hold and maintain a working with children check in SA
- Meet the fitness for duty requirements
- Hold or obtain relevant qualifications.

All Hostel Workers are required to be in good physical health, and will be required to walk, lift and carry due to the nature of the positions. These positions work a flexible schedule and must be able to move continuously during working hours. Shift work may apply.

Notes

How to apply

1. Upload and **complete the application form**, available from our website Work with us | Aboriginal Hostels Limited
2. Email your **application form and current resume** to jobs@ahl.gov.au by 11:59PM AEST, **Tuesday 29 September 2026.**
3. Include your name and the job reference **(VN-0772688)** in the subject of your email.

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

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

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To Apply

Position Contact	Tiangela Cassady, 0431 865 381
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772691

Aboriginal Hostels Limited

Closing Date:Tuesday 29 September 2026

Frontline Services
Adelaide Regional Hostels

Job Title	AFFIRMATIVE MEASURES | Fulltime Cook, Casual Cooks and Housekeepers
Job Type	Full-Time;Casual, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite only
Classification	APS Level 2
Position Number	VN-0772691
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

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You’re not just working; you are creating a place where people can feel safe and at home.

AHL is looking for reliable, and a motivated Cooks and Housekeepers to join our team and help create a safe, clean, and welcoming environment at our Adelaide Hostels in SA. This is a great opportunity to be part of important work that supports First Nations peoples across Australia.

If you’re looking for a position in a supportive team where your efforts truly matter, we would love to hear from you.

Duties

- Cook (Full-time Monday – Friday)
- Casual Cooks
- Casual Housekeepers

Key responsibilities:

Cooks:

This position will assist with the preparation of meals and day-to-day operation of the kitchen in accordance with food standards and relevant legislation.

Typical responsibilities for Cook may include:

- Preparing and serving meals in accordance with AHL’s set menus.
- Maintaining compliance with Food Safety Standards and other relevant legislation.
- Assisting with food ordering, receive and monitor food and kitchen supplies.
- Cleaning and maintaining kitchen and kitchen equipment.
- Preparing the dining room for mealtimes and clean up afterwards.

Housekeepers:

This position will assist with maintaining a clean, safe and welcoming environment for residents and staff in accordance with organisational standards and relevant legislation.

Typical responsibilities for Housekeeper may include:

- Undertaking daily cleaning tasks throughout the hostel, including resident rooms, common and service areas.
- Ensure cleaning is performed to a high standard and maintaining hygiene requirements.
- Monitoring and maintaining an adequate supply of cleaning products and equipment.
- Inspecting rooms and facilities regularly for maintenance requirements and reporting issues to the Hostel Manager or Assistant Hostel Manager.
- Supporting the hostel team with general housekeeping and ad hoc cleaning tasks as required.AVALIB

Eligibility

To be eligible to apply, applicants must be Australian Citizens.

Prior to engagement the successful applicants will be required to:

- Provide an Australian Citizenship document (e.g. birth certificate or passport)
- Undergo a satisfactory National Criminal History Check
- Hold and maintain a working with children check in SA
- Meet the fitness for duty requirements
- All Hostel Workers are required to be in good physical health, and will be required to walk, lift and carry due to the nature of the positions. These positions work a flexible schedule and must be able to move continuously during working hours. Shift work may apply.
- Hold or obtain relevant qualifications.

This is an Affirmative Measure vacancy which means that Aboriginal and Torres Strait Islander applicants only. The filling of this vacancy is intended to constitute an affirmative measure under Section 26 of the Australian Public Service Commissioner's Directions 2016. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975.

For further information on Affirmative Measure vacancies please follow the link: Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants | Australian Public Service Commission

Notes

How to apply

1. Upload and **complete the application form**, available from our website Work with us | Aboriginal Hostels Limited
2. Email your **application form and current resume** to jobs@ahl.gov.au by 11:59PM AEST, **Tuesday 29 September 2026.**

3. Include your name and the job reference **(VN-0772691)** in the subject of your email.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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

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To Apply

Position Contact	Tiangela Cassady, 0431 865 381
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772779

Aboriginal Hostels Limited

Closing Date:Wednesday 30 September 2026

Frontline Services
NSW Operations Durungaling Hostel, Newcastle, NSW

Job Title	Cook
Job Type	Part-Time, Ongoing
Location	Newcastle NSW
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	5271
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

About Aboriginal Hostels Limited (AHL)

AHL is a not-for-profit Commonwealth company dedicated to providing culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Since 1973, AHL has been committed to improving the quality of life and economic opportunities for First Nations people through a national network of over 40 hostels across Australia. Join us in making a meaningful impact and supporting our mission to enhance the lives of First Nations communities.

Duties

AHL is seeking a Cook to join the team at Durungaling Hostel, Newcastle.

The position is part-time, working weekdays only from 11:30am - 6:30pm.

What We’re Looking for in a Cook:

- Experience in meal preparation in an industry-based environment, ensuring the safe production of quality food without compromise to Food Safety Standards Australia.
- Experience in commercial cookery, and the ability to manage stock rotation while ensuring timely service and hygiene of cooking equipment.
- Good understanding of cleanliness and health standards required whilst preparing food at the workstation.

Key Responsibilities

In line with APS 2 work level standards, you will be responsible for:

- Maintaining a high level of customer service to all residents.
- performing all duties in a manner which upholds AHL's commitment to safety for staff and residents and adhere to Work Health and Safety (WHS) practices as all times.
- Assisting the hostel team with general duties as required.
- **Cook**
  - prepare and deliver high-quality meal services aligned with AHL set menus and national Food Safety Standards.
  - Manage kitchen inventory and maintain a high standard of presentation and hygienic practices in the dining spaces.

For more information about the role, visit the AHL website Work with us | Aboriginal Hostels Limited

Eligibility

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

The successful candidate will be assessed through our pre-employment screening checks, prior to engagement:

- Provide an Australian Citizenship document (e.g. birth certificate or passport)
- Undergo a satisfactory National Criminal History Check;
- Meet the fitness for duty requirements; and
- Hold and maintain, working with children check in NSW.

Notes

How to Apply

Submit your application through to jobs@ahl.gov.au by 11:59pm AEST on Wednesday 30 September 2026.

As part of your application you will need to provide an application form and the following:

- Your resume (maximum two pages).
- A completed application will require a 'one page pitch' telling us how your skills, knowledge, experience and qualifications make you the best person for the job and to perform at the relevant classification level.

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

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

where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Tayla Smith, 0447 230 109
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772790

Aboriginal Hostels Limited

Closing Date:Wednesday 30 September 2026

ICT Division
National office

Job Title	ICT Architect and ICT Cloud Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	$121,755 - $132,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid Work arrangement
Classification	Executive Level 1
Position Number	9177, 9614
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

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Why Join Us?

By joining AHL, you will be a key member in the technical team, your expertise will guide and deliver ICT services for AHL. We actively champion innovation, providing you with a platform to lead digital transformation projects, pilot advanced automation and explore tools like AI integration in a supportive, forward-thinking environment. Operating with a high degree of autonomy, you will be trusted to drive system optimisation and mentor a dedicated team, offering you a clear pathway to expand your leadership capability and advance your career within the Australian Public Service (APS).

Duties

About the Roles

The ICT team has two positions available. The role(s) can be performed from AHL's national office in Canberra ACT and/or Brisbane QLD.

The EL1 ICT Architect role, requires expert skills and experience in maintaining, securing and improving ICT systems. Operating with a high degree of autonomy, this role requires a highly motivated individual who can mentor other administrators and support desk staff. Beyond day-to-day technical maintenance, the role requires attention to detail regarding cyber security, systems, network and cloud administration, projects and architecture designs.

As an effective team leader and strategic collaborator, you will supervise and build the operational capacity of the team, ensuring compliance with public sector ICT frameworks and internal controls. You will be responsible for AHL’s ICT network to support the hostels 24x7x365 operations. Your skill in translating complex technical concepts into clear, accessible guidance, managing external consultants, and delivering targeted training to elevate digital security and ICT literacy across the agency.

The EL1 ICT Cloud Engineer role, requires expert skills and experience in maintaining, securing and improving ICT cloud systems. Operating with a high degree of autonomy, this role requires a highly motivated individual who can mentor other administrators and support desk staff. Beyond day-to-day technical maintenance, the role requires attention to detail regarding cyber security, systems, network and cloud administration, projects and architecture designs.

As an effective team leader and strategic collaborator, you will build the operational capacity, ensuring compliance with public sector ICT frameworks and internal controls. You will be responsible for AHL’s ICT network to support the hostels 24x7x365 operations. Your skill in translating complex technical concepts into clear, accessible guidance, managing external consultants, and delivering targeted training to elevate digital security and ICT literacy across the agency.

About You

You are a highly skilled, proactive, ICT professional who thrives at achieving operational excellence in information technology systems, with strong people, customer service and team leadership. Operating with a high degree of autonomy, you possess advanced technical expertise in configuring and optimising ICT systems and strong technical analytical skills. You are an exceptional problem solver with great attention to detail, capable of managing complex problems and leading a team to achieve business process improvements while managing competing deadlines.

An influential communicator, you are proficient at supervising and mentoring a team, building strong relationships with diverse stakeholders and adopting a culturally safe workplace that respects and supports equitable outcomes for First Nations peoples.

Eligibility

• Be an Australian Citizen

• Hold or be able to obtain a AGSVA clearance

• Undergo a Satisfactory National Criminal History Check (prior to engagement)

• Meet Fitness for Duty requirements (prior to engagement)

• Hold and maintain a Working with Children Check prior to engagement.

Notes

A completed application should have the following:

- Complete the Application Form available from our website - www.ahl.gov.au/work
- In the application form there is a section for you to include a ‘one page pitch’ telling us how your skills, knowledge, experience and qualifications make you the best person for the job and to perform at the relevant classification level.
- Your resume (maximum three pages)

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

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

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To Apply

Position Contact	David Prince, 02 6212 2080
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0772602

Australian Public Service Commission

Closing Date:Wednesday 30 September 2026

Job Title	Assistant Commissioner, APS Craft & Learning
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Role is required to be performed onsite, with the occasional work from home in accordance with the Commission's 2024-2027 EA
Classification	Senior Executive Service Band 1
Position Number	2026_50
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the APS Craft & Learning branch

The APS Craft and Learning Branch leads a range of capability development work at the APSC, under the overall banner of the APS Academy. The APS Craft and Learning Branch is responsible for developing capabilities in 5 of the 6 areas of APS Craft (the core skills of APS to deliver for government): Integrity; Working in Government; Strategy, Policy and Evaluation; Implementation and Services; and Engagement and Partnership.

The APS Craft and Learning Branch is one of three APSC Branches which are responsible for work in the APS Academy (the others are the Leadership & Talent Development Branch, and the Organisational & Workforce Capability Branch). Financial and staffing accountabilities are tracked according to the existing structures in those Branches.

The APS Academy operates as a networked hub of learning and development; working with APS and industry partners to build the capability and performance of the APS workforce. It supports a continuous learning model, recognising that learning needs to be embedded in everyday work to

be effective. The partnership-based approach of the Academy enables economies of scale, improves equity of access, and strengthens service cohesion through shared learning expectations.

A significant majority of the APS Academy's revenue is on the basis of cost-recovery for learning delivered to the APS. This requires the APS Academy to be strongly responsive to current demand in the system and to deliver high-quality offerings in a cost-effective manner. In addition, the APS Academy has an important role in leading capability development in emerging areas of need as identified by Secretaries Board.

The APS Craft and Learning Branch has a particular focus at present on the safe and effective adoption of Artificial Intelligence in the APS, as part of the AI Plan for the APS. It also manages websites such as the APS Academy, APS Learn, APS Jobs and Career Pathways that serve as the front-door to a career in the APS and helps grow critical skills and capabilities.

Duties

The successful candidate for the position of Assistant Commissioner, APS Craft and Learning Branch, will demonstrate their capabilities to:

- Lead the Branch to drive an overall strategy for capability development across the Australian Public Service, including fostering alignment and shared ownership of service-wide capability initiatives.
- Run a complex cost-recovery operational model on a financially sustainable basis, including leading business development on revenue generation, managing a demand-responsive cost base, and ensuring ongoing financial sustainability.
- Manage a multi-disciplinary team to deliver high-quality initiatives in alignment with organisational objectives, project budgets and timeframes.
- Build productive relationships with APS agencies, APS practitioners and external experts to identify capability needs and co-design practical solutions that strengthen workforce performance.
- Provide authoritative advice to senior executives and stakeholders on workforce capability, people management and learning strategy and emerging APS priorities, influencing decision-making and capability outcomes across agencies.

In addition, the APS Values and the Secretaries' Charter of Leadership Behaviours set out expected behaviours at all levels of the APS.

Eligibility

For detailed information about this role including what to include in your application, please refer to the downloadable Candidate Information Pack below.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian 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	Subho Banerjee, (02) 6202 3540
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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

Prime Minister and Cabinet

Vacancy VN-0772490

Department of the Prime Minister and Cabinet

Closing Date:Monday 28 September 2026

Job Title	Member of the Remuneration Tribunal
Job Type	Part-Time, Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Hobart TAS, Darwin NT, Adelaide SA, Perth WA
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Members travel to Canberra to meet
Classification	Statutory Appointment
Position Number	SOH/2026/003
Agency Website	

Job Description

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

Duties

The Remuneration Tribunal

The Tribunal is an independent statutory authority established under the *Remuneration Tribunal Act 1973*. The Tribunal's role is to determine, report on and provide advice about remuneration, including allowances and entitlements, for a variety of Commonwealth positions, including:

- federal parliamentarians, including ministers and parliamentary office holders
- judicial and non-judicial offices of federal courts and tribunals
- secretaries of departments
- full-time and part-time holders of various public offices
- principal executive offices.

The Tribunal consists of three Members, including one Member who serves as President, appointed by the Governor-General on a part-time basis.

The Tribunal considers matters at formal meetings held regularly throughout the year (typically 6 to 8 times per year, with matters also considered out of session) and is supported by a Secretariat staffed by employees of the Australian Public Service Commission.

The Tribunal's functions and obligations are outlined in the *Remuneration Tribunal Act 1973* and the *Parliamentary Business Resources Act 2017*.

The Tribunal has regard to a range of economic considerations, historical and projected, when determining overarching adjustments for public offices. This includes maintaining an awareness of remuneration trends in the private and public sectors, work value and community expectations, as well as:

- the attributes of the office
- remuneration of comparable offices
- considerations related to complexity and scope
- indicators of movements in remuneration.

The Tribunal also seeks to set remuneration at levels that will attract and retain individuals of the caliber, and with the skills, necessary to perform the office.

The Tribunal is currently undertaking significant bodies of work, including reviewing remuneration arrangements for departmental secretaries and full-time public offices (see https://www.remtribunal.gov.au/document-library-search/statement-reviews-remuneration-departme
)

The Tribunal's *Annual Report 2024-25* can be accessed at: https://www.remtribunal.gov.au/document-library-search/remuneration-tribunal-annual-report-2024-
.

Further information about the Tribunal can be found on its website: https://www.remtribunal.gov.au/.

Job description

This is a part-time role working with the President and the other Member of the Tribunal in inquiring into and determining the remuneration arrangements for a range of senior public offices.

A suitable candidate will have a proven track record to:

- think strategically, achieve results with integrity, and foster collaboration
- explore options in full, identify critical issues and make sound decisions considering complex information from a range of sources, and balancing decision-making with macroeconomic factors and community expectations
- support the President to build non-partisan relationships and engage with a wide range of stakeholders, including Members of Parliament, Ministers and senior government officials in a highly nuanced and politically sensitive environment
- demonstrate a high standard of professional and personal integrity.

Candidates deemed suitable but not offered a position may be placed in a merit pool for up to 18 months from the advertisement date. The Department of the Prime Minister and Cabinet (PM&C) may make the pool available to other government departments to fill similar vacancies. **Please indicate if you do not wish to be considered for other vacancies.**

Eligibility

Eligibility and other standards

Under sub-section 4(4) of the *Remuneration Tribunal Act 1973*, holders of a range of other public offices, including any office within the Tribunal's jurisdiction, are disqualified from appointment to the Tribunal. This includes if they are a Member of the Parliament; a person appointed or engaged under the *Public Service Act 1999*; the holder of a public office; a Justice or Judge of a federal court or of the Supreme Court of a Territory; or a person who, by virtue of an Act, has the same status as a Justice or Judge of a court. It is also important the appointee is not affiliated with a political party and is apolitical in undertaking their role.

The successful applicant will be required to obtain and maintain, or continue to hold, a security clearance at the **Baseline level** to conduct their duties and functions.

The successful applicant will be required to undergo an Australian Federal Police check.

The Australian Government values statutory appointments that reflect the diversity of the Australian community, and encourages applications from all individuals, including those living with

disabilities, First Nations peoples, LGBTIQA+ individuals, and those from culturally and linguistically diverse backgrounds.

Reasonable adjustments may be requested through the contact officer at any stage of the recruitment process.

Remuneration

Annual fees payable to Members are set by the *Remuneration Tribunal (Members' Fees and Allowances) Regulation 2026*, made under section 12 of the Remuneration Tribunal Act 1973. The current rate prescribed for a Member is $50,780 per year.

Appointment term

The appointment of a Member is made by the Governor-General on the advice of the Government.

The successful candidate would hold the office on a part-time basis from the time of appointment for five years, and would be eligible for re-appointment, per sub-section 4(3) of the *Remuneration Tribunal Act 1973*. It is anticipated that the successful appointee will be notified by the end of 2026, with the appointment term beginning in early 2027.

Contact officer

For more information about the role and/or to discuss any reasonable adjustments you may require as part of the recruitment process, the contact officer is:

- Name: David Belgrove
- Position: Assistant Secretary, Parliament, Government and Honours Branch
- Email: david.belgrove@pmc.gov.au
- Phone: (02) 6271 5535

Conflicts of Interest and declarations of private interests

If at any time prior to the appointment, an actual or potential conflict of interest arises or may arise for any applicant, they should immediately notify the contact officer.

This includes any professional, commercial or personal relationships with a member of the panel or if the applicant has a relationship with, and/or obligations to, an organisation or issue which would affect, or be perceived to affect, the performance of the role and/or could bring disrepute to the Tribunal.

If a conflict of interest is identified the selection panel may:

- exclude the application from further consideration
- enter into discussions to seek to resolve such conflict of interest, or
- take any other action as it considers appropriate.

Applicants found suitable for appointment will be required to complete a private interests declaration as part of the recruitment process. The successful applicant will need to provide declarations of private interests to the relevant minister(s) throughout their term of appointment (currently the Minister for the Public Service).

How to apply

Applications must be submitted online through the PM&C Current Opportunities website by **11:30pm AEST on Monday, 28 September 2026**.

Applications must include the following components:

- current resume/curriculum vitae (maximum of four pages), including the contact details of two referees;
- a statement of claims of no more than one page about how your skills, knowledge, experience and qualifications make you the best person for the role. Your claims will be assessed against the evaluation criteria below; and
- if required, a disclosure of any perceived, real or potential conflicts of interest, and proposed mitigating actions.

If you are having difficulty in using the online application process or need to discuss reasonable adjustments required to participate in an interview or other forms of assessment, please advise the contact officer prior to the closing date for applications.

Evaluation criteria

Applicants' statement of claims will be assessed against the following criteria:

1. A diverse perspective of, and qualifications or professional experience in, the fields of public administration or governance or industrial law, including the role of the Parliament and the Judiciary.
2. A strong knowledge of, and/or experience in, contemporary management operations, particularly human resource management and remuneration.
3. Have exemplary analytic skills, considering information from a range of sources, and balancing decision-making with macroeconomic factors and community expectations.
4. Have excellent communication skills with a proven track record in building non-partisan relationships and engaging with a wide range of stakeholders in a highly nuanced and politically sensitive environment.
5. Demonstrates a high standard of professional and personal integrity.

Privacy

Information supplied for this recruitment process will be collected, used and stored for purposes of assessing your suitability for the appointment as Member of the Tribunal.

This includes reviewing your qualifications, experience, and alignment with the requirements of the role, and may involve contact with referees or relevant professional bodies.

Your information may be shared with members of the selection panel, an external service provider supporting the recruitment process, relevant government departments and Ministers, including for consideration of similar vacancies in the Prime Minister and Cabinet portfolio and similar vacancies in other government departments. All information will be handled in accordance with the *Privacy Act 1988* and any other relevant legislation or organisational policies.

If you have any concerns about how your information will be used, please contact privacy@pmc.gov.au.

Notes

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many

and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	David Belgrove, (02) 6271 5535
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0772399

Services Australia

Closing Date:Monday 28 September 2026

Core Systems
ISIS Modernisation and Payments Systems

Job Title	Senior ICT Project Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$141,751 - $168,571
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	Executive Level 2
Position Number	EXT-EL-2026-914
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=914&company=depthsP5

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australian's trust.

Technology and Digital Programs Group (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia.

Our solutions are scalable, adaptable and position the Group as an industry leader. We operate innovative technology solutions critical to Australian citizens across major life events.

Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital.

Be part of a dynamic, supportive, and collaborative work environment.

Services Australia ICT supports large, complex digital services used by the Australian community, including services that support Medicare, Centrelink, Child Support, and aged care. Our project managers work with business areas, technology specialists, vendors, and delivery partners to help technology changes move from planning through to implementation, transition, and closure. The environment is fast moving, highly governed and focused on reliable, secure, and user-centred outcomes for people who rely on government services.

What we do

Technology and Digital Programs Group (TDP) delivers and supports the digital services, applications, platforms, and technology infrastructure that enable Australians to access essential government services. Our work supports programs including Centrelink, Medicare, Child Support and Aged Care, helping millions of Australians access payments, healthcare, aged care, and other government services when they need them most.

Working across some of the largest and most complex ICT environments in Australia, we design, build, integrate, secure, and operate critical technology solutions that support service delivery nationwide. From software development and cloud technologies through to cyber security, data, infrastructure and technology transformation, our teams play a vital role in delivering secure, reliable, and modern digital government services.

About the Role

As a Senior ICT Project Manager, you will provide enterprise leadership and strategic direction for complex, high-risk ICT projects and programs that support critical government services. Operating with a high degree of autonomy, you will be accountable for delivery outcomes, governance, assurance, enterprise dependencies and alignment across business, ICT, commercial and vendor environments.

Duties

- Provide strategic leadership and end-to-end accountability for complex, high-risk ICT projects and programs, including delivery performance and outcomes.
- Establish delivery strategies, priorities and decision frameworks that align investment with agency outcomes, enterprise architecture, cyber security, and governance obligations.
- Direct multiple workstreams and resolve enterprise dependencies, competing priorities and critical delivery risks.
- Own project and program governance, assurance, financial oversight, quality and compliance, ensuring transparent escalation and effective controls.
- Build alignment and negotiate outcomes with senior executives, business owners, technical leaders, vendors, and external partners.
- Provide authoritative, evidence-based advice to senior executives on delivery options, investment priorities, risks, impacts, and trade-offs.

- Lead implementation, transition, service continuity, and operational readiness are integrated into delivery planning and executive decision-making.
- Lift organisational delivery capability through improved governance, assurance, workforce leadership, reporting and lessons management.

Eligibility

- Some positions may require security clearance. This will be identified for each vacancy.
- Roles are expected to uphold the APS Values and Code of Conduct, and follow relevant privacy, security, workplace health and safety, and inclusion requirements.

Highly desirable criteria

- Minimum three years' experience working in an ICT project management environment.
- Relevant project management qualifications, such as a Diploma in Project Management or equivalent.
- Demonstrated experience delivering complex, highly integrated ICT projects at scale.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia’s workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency’s surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Quyen Hoang, 0414421915
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=914&

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0772710

Services Australia

Closing Date:Wednesday 30 September 2026

Technology and Digital Programs
Data Online Systems & Shared Services

Job Title	AI Cloud Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD, Adelaide SA
Salary	$122,493 - $135,731
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated with the successful candidate.
Classification	Executive Level 1
Position Number	EXT-EL-2026-920
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=920&company=depthsP5

Services Australia (the agency) is at the frontline of government service delivery, supporting millions of Australians.

We are TDP | Secure and simple digital government services that Australian's trust.

Technology and Digital Programs (TDP) makes it simple for Australians to interact digitally with government with some of the largest and most complex ICT environments in Australia.

Our solutions are scalable, adaptable and position the Group as an industry leader. We operate cutting edge technology solutions critical to Australian citizens across major life events.

Working in TDP, the opportunities are great and varied, you can grow your capabilities and develop a well-rounded career in ICT and Digital.

Be part of a dynamic, supportive and collaborative work environment.

AI Cloud Engineer, EL1

The AI Cloud Engineer provides technical leadership and specialist advice in the design, development, deployment and operation of artificial intelligence (AI) solutions within secure cloud environments. The role works across software engineering, cloud engineering, data engineering, AI, and machine learning disciplines to deliver scalable, secure and reliable AI-enabled services.

Working under limited direction, the role leads complex technical activities, contributes to strategic technology decisions and provides expert guidance on AI technologies, cloud platforms, automation, security and operational resilience. The role works closely with multidisciplinary teams and business stakeholders to deliver digital solutions aligned with agency priorities. The role exercises a considerable degree of independence, provides leadership across technical initiatives and contributes to the ongoing advancement of cloud and AI capabilities within the agency.

Duties

- Lead the design, development, deployment and support of AI-enabled applications, platforms and services.
- Develop and maintain scalable, secure and reliable cloud infrastructure, engineering patterns, automation capabilities and DevSecOps practices supporting AI and digital solutions.
- Lead software development, system integration and continuous delivery activities in accordance with endorsed development standards and methodologies.
- Review and analyse technical requirements, develop solution designs and provide specialist technical advice to address complex business and technology challenges.
- Investigate and resolve complex technical issues affecting development, testing and production environments, ensuring service reliability and operational resilience.
- Ensure solutions comply with security, privacy, architecture, governance and software development standards and contribute to ongoing technology improvement and innovation.
- Prepare and maintain technical designs, implementation plans, operational procedures, reports and briefing material for technical and non-technical audiences.
- Lead and mentor technical staff, build capability, manage stakeholder relationships and promote workplace practices aligned with the APS Values and APS Code of Conduct.

Eligibility

Essential Requirements: Security Clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain).

All employees must comply with the Australian Public Service Values, Code of Conduct and Employment Principles.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia’s workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency’s surge workforce, all learning and development and technical/site leadership will be provided to you to enable you to undertake that work.

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

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

About the Services Australia

We are one of Australia’s largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It’s rare you find a job that provides such a direct link to the community’ 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Ashley Tuplin, 0460 008 677
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=9208

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Treasury

Vacancy VN-0772649

Australian Securities and Investments Commission

Closing Date:Sunday 27 September 2026

Job Title	Deputy General Counsel
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Traralgon VIC
Salary	-
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth, Sydney, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Senior Executive Service Band 1;Senior Executive Service Band 2
Position Number	1945659
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226683475&in_organid=16529&

- **All ASIC office locations considered**
- **Shape strategic legal advice and decision-making across ASIC.**
- **Lead a substantial, multidisciplinary legal portfolio and senior team.**
- **Drive modern, practical and client-focused legal services.**

Purpose

As Deputy General Counsel – Corporate Legal Services, you will be a senior member of ASIC's Legal Services leadership team. You will lead a broad portfolio spanning commercial and

employment law, litigation and public law, information and data law, and legal operations. You will provide strategic legal leadership, strengthen legal risk management and support confident, well-informed decision-making across ASIC.

Your role

- Lead the delivery of expert, practical legal advice on complex and high-risk matters affecting ASIC as a Commonwealth entity.
- Oversee legal services across employment, commercial, litigation, public law, governance, privacy, information law, FOI, data and legal operations.
- Build trusted relationships with the Commission, executive leaders and key stakeholders, influencing enterprise-wide decisions and priorities.
- Lead, mentor and develop senior legal leaders, fostering a high-performing, inclusive and collaborative culture.
- Drive continuous improvement in legal services, including processes, systems, technology, expenditure management and performance reporting.
- Contribute to the overall leadership of Legal Services and represent the group in ASIC-wide governance forums and strategic initiatives.

Duties

About you

You are an accomplished legal leader, admitted to practise in an Australian jurisdiction, with senior level experience in government or the private sector.

You have led senior and experienced teams across diverse practice areas and advised on complex, sensitive and strategically significant matters. You bring sound judgement, commercial and public-sector awareness, and the ability to translate complex legal issues into clear, actionable advice.

A trusted adviser and collaborative leader, you can influence at the highest levels, manage competing priorities and lead teams through change.

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEST, 27 September 26.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is an equal opportunity employer seeking people who want to make a difference. ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander descent are encouraged to apply.

We offer a range of employee benefits including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment. This role also requires a Negative Vetting 1 security clearance.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicky Amorosa, +61466568097
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn(

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Treasury

Vacancy VN-0772730

Australian Securities and Investments Commission

Closing Date:Tuesday 22 September 2026

Job Title	Security Governance & Assessment Officer
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Traralgon VIC
Salary	-
Future Merit Locations	Brisbane, Adelaide, Canberra, Darwin, Hobart, Melbourne, Perth, Sydney, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	APS Level 5;APS Level 6
Position Number	1947057
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226686137&in_organid=16529&

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

Support ASIC's protective security governance by maintaining policies and assurance activities, delivering key reporting obligations and helping strengthen security risk management across the agency.

- **All ASIC office locations considered**
- **Salary range $97,401~$115,820 (depending on experience) plus 15.4% superannuation**
- **Temporary role (12 month contract)**
- **Applications close at 11:59pm AEST, Tuesday 22 September 2026**

The team

The Chief Risk Office is the custodian of enterprise risk management, business resilience, protective security and compliance management across ASIC. Within the Chief Risk Office, the Protective Security team helps ensure ASIC's security governance, information, personnel and physical security arrangements are effective and meet the Australian Government Protective Security Policy Framework. The team also manages baseline security clearance vetting, security investigations and access control across ASIC sites, and works closely with ASIC's Chief Information Security Officer to support a holistic approach to agency security.

The role

As a Security Governance & Assessment Officer, you will maintain and review protective security policies, plans and procedures, and support ASIC to meet its reporting and information security obligations.

- Deliver regular, quarterly and annual internal and external reporting relating to the Australian Government Protective Security Policy Framework.
- Monitor the security threat and risk environment and report and assess any identified or emerging security risks.
- Conduct security threat and risk assessments, including maintaining a database of identified threats to ASIC
- Develop strong relationships across ASIC and with other government agencies to provide high-value advice supporting ASIC's Security Policy and Plan.
- Analyse and collate protective security data, trends and key metrics, and conduct audits of security data, KPIs and dashboards.
- Undertake quality assurance and governance activities, including reviewing policies, plans, procedures and guidelines and supporting procurement, contract administration and record management.

Duties

About you

You will bring relevant experience or qualifications in governance, investigation, risk management, audit and administration, together with the ability to interpret security requirements and turn technical information into clear, practical advice. You are organised, collaborative and comfortable working independently to deliver accurate work within strict timeframes.

You will also demonstrate:

- Knowledge of, or experience applying, the Australian Government Protective Security Policy Framework.
- Strong IT literacy, including experience handling data, preparing reports and communicating key security metrics.

- The ability to build and maintain effective relationships with internal stakeholders, other government agencies and specialist functions.
- Sound written and verbal communication skills, including the ability to translate technical information for non-technical audiences.
- Capability in problem solving, risk management, project management and using technology to improve processes and outcomes.

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEST, Tuesday 22 September 2026.

About ASIC

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We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment, together with the ability to gain and maintain a Negative Vetting Level 2 security clearance.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Jennifer Pai, +61299112027
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn(

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Treasury

Vacancy VN-0772285

Australian Taxation Office

Closing Date:Thursday 01 October 2026

Enterprise Solutions and Technology
Technology Business Services

Job Title	Assistant Commissioner, Technology Business Services
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	-
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 1
Position Number	EXT_SES_719_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=CBD02886-2782-A716-9417-ED4B66EEA08D

Duties

We are seeking an experienced and strategic leader to join the Enterprise Solutions and Technology Group as Assistant Commissioner, Technology Business Services.

As Assistant Commissioner, you will lead a diverse portfolio of enabling and shared services functions that support the delivery of enterprise technology solutions and services across the Australian Taxation Office (ATO). You will provide strategic leadership across planning, governance and assurance activities, ensuring the effective stewardship of resources, strong organisational performance, and alignment with ATO priorities.

You will lead the Enterprise Program Management Office, providing oversight of enterprise planning, financial management, workforce resourcing, portfolio governance and delivery assurance. You'll play a critical role in supporting investment decisions and ensuring resources are aligned to strategic priorities and business outcomes.

You'll provide leadership across information and records management, governance, risk and assurance functions, ensuring compliance with legislative and organisational obligations while driving continuous improvement and building organisational confidence.

Working across the ATO, government and industry, you will build strong relationships with internal and external stakeholders, partners and suppliers to influence outcomes, navigate complex challenges and support the successful delivery of enterprise priorities.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

All of our senior leaders are expected to:

- develop a clear vision for the future that links to ATO and government priorities
- be accountable and deliver outcomes that align with the long-term perspective
- find innovative and practical solutions, be open to ideas and engage with risk
- work collaboratively and influence across boundaries to achieve outcomes, progressing issues that cut across APS agencies, sectors and communities
- persuade others towards an outcome, maintaining the confidence of government and stakeholders
- be self-aware and courageous, empowering individuals and teams to deliver their best
- build trust and confidence in the ATO and the tax and superannuation systems.

To be considered you must also have:

- proven experience leading governance and assurance functions, delivering strong risk management, audit outcomes, and compliance that builds trust and drives accountability
- demonstrated leadership in enterprise program office functions, with expertise in financial planning, scheduling and portfolio management
- experience overseeing information and records management functions, with a strong focus on strategic oversight, compliance and driving remediation outcomes
- demonstrated capability to lead large-scale and complex programs of work, navigating competing priorities and delivering outcomes in fast paced and evolving environments
- exceptional stakeholder engagement and influencing skills, with the ability to build trusted relationships and provide credible, insightful and persuasive advice to senior executives, government partners, suppliers and other key stakeholders.

Eligibility
Notes

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

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Ryan Webster, 0483 956 319
Agency Recruitment Site	https://ato.nga.net.au/?jati=CBD02886-2782-A716-9417-ED4B66EA08I

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Treasury

Vacancy VN-0772302

Australian Taxation Office

Closing Date:Monday 28 September 2026

Enterprise Solutions and Technology
Enterprise Solutions and Technology

Job Title	Mainframe Database Services Lead
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$155,911 - $185,713
Future Merit Locations	Canberra, Melbourne, Box Hill, Dandenong, Moonee Ponds
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 2
Position Number	EXT_EST_695_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=81A88C2F-D33B-EC64-2118-ED49C75DBF9C

Duties

We are seeking a Mainframe Database Services Lead to join our Mainframe Delivery Centre within our Enterprise Solutions and Technology business area.

As a Mainframe Database Services Lead, you'll provide leadership for the ATO's mainframe database services, ensuring the continued delivery of secure, reliable and resilient platforms that support critical business operations across the organisation.

You will lead a team of highly skilled technical specialists responsible for the ongoing performance, availability, security, recovery and operational integrity of enterprise mainframe database services. You'll be accountable for setting the strategic direction of the team, driving operational excellence and ensuring services continue to meet current and future business requirements.

Working across a complex technology environment, you'll collaborate with business stakeholders, architects, project teams, vendors and service providers to deliver both strategic and operational outcomes. You'll provide authoritative technical advice, influence decision-making and help shape the future direction of mainframe database services within the ATO.

You will play a key role in leading capability uplift, workforce development and continuous improvement initiatives, fostering a high-performing and collaborative team culture. You'll also contribute to modernisation activities, service optimisation and risk management to ensure the long-term sustainability and resilience of business-critical platforms.

This role may be offered on an ongoing or non-ongoing basis in Canberra or Melbourne CBD.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Our ideal candidate:

• has a proven ability to deliver operational excellence while balancing business-as-usual support, project delivery and strategic priorities

• provides strong mainframe technical leadership and sound judgement when managing complex technology services, risks and competing demands

• demonstrates strong governance, risk management and service management capabilities, including incident, problem and change management disciplines

• has experience managing enterprise mainframe platform database services while driving capability uplift, service improvement and modernisation initiatives

• builds productive relationships and influences outcomes across technical teams, vendors, service providers and senior stakeholders

• has substantial experience leading, coaching and developing high-performing technical teams within complex enterprise technology environments.

Eligibility
Notes

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

About the Australian Taxation Office

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To Apply

Position Contact	Narelle Johnston, (02) 6216 3510
Agency Recruitment Site	https://ato.nga.net.au/?jati=81A88C2F-D33B-EC64-2118-ED49C75DBF9

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Treasury

Vacancy VN-0772520

Australian Taxation Office

Closing Date:Monday 28 September 2026

Tax Practitioners Board
Tax Practitioners Board

Job Title	TPB IT Application Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$101,142 - $116,131
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO/TPB, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_TPB_718_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=49EA7A95-2E64-D9F8-C896-ED4B2E4E5520

Duties

We are seeking a hands on application developer who will work on our enterprise applications and integration platform to join the Tax Practitioners Board (TPB).

As an IT Application Developer, in our Technology business area, you will design, develop, test and support secure, maintainable solutions using Microsoft Dynamics 365, Power Platform, portals and web technologies.

Working across the full development lifecycle, you will translate business requirements into practical technical solutions, contribute to solution design and documentation, and identify opportunities to improve business processes, user experience and system performance.

You will take ownership of allocated work, resolve technical issues and collaborate with business users, vendors, project teams and technical specialists to deliver quality outcomes.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with

disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the selection process.

Tax Practitioners Board provides more information about us and our work environment.

Our ideal candidate:

- has experience designing, developing, testing and supporting Microsoft Dynamics 365, Power Platform, portal and web-based solutions
- analyses business requirements and translate them into practical, secure and maintainable technical solutions
- has experience across the Software Development Lifecycle, including development, testing, deployment, support and continuous improvement
- understands DevOps practices, source control, release management and application lifecycle management
- takes ownership of their work, manages competing priorities and delivers quality outcomes
- communicates clearly, builds effective relationships and works collaboratively across multidisciplinary teams.

Experience working within agile, multi-disciplinary or vendor-supported environments will be highly regarded but not essential.

Eligibility
Notes

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

About the Australian Taxation Office

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To Apply

Position Contact	Craig Innis, (02) 5120 7163
Agency Recruitment Site	https://ato.nga.net.au/?jati=49EA7A95-2E64-D9F8-C896-ED4B2E4E552(

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Treasury

Vacancy VN-0772550

Australian Taxation Office

Closing Date:Monday 28 September 2026

Integrity, Assurance and Law
Office of General Counsel

Job Title	Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$93,676 - $99,307
Future Merit Locations	Moonee Ponds, Parramatta, Penrith, Upper Mount Gravatt, Box Hill, Dandenong, Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 5
Position Number	EXT_ESCO_723_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=9997FDC5-CD86-7217-B942-ED4B6A4C77E0

Duties

We are seeking highly motivated Lawyers to join our Office of General Counsel.

As a Lawyer, you will provide legal advice and dispute resolution services across a range of general law matters affecting ATO operations.

You will communicate with business partners on less complex legal issues, analyse and interpret legislation and policy, provide legally sound recommendations and contribute to effective legal risk management across the organisation.

You will exercise sound judgment, integrity and accountability, while working collaboratively with senior legal practitioners, to contribute to quality outcomes.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the selection process.

Our ideal candidate:

- has experience in providing legal advice and dispute resolution services across a range of topics including
    - Civil and Monetary Claims
    - Employment and Commercial Law
    - Administrative, Privacy and Secrecy Law
    - Freedom of Information
- communicates less complex legal concepts clearly and builds productive relationships with business partners to support informed decision-making
- manages competing priorities and delivers high-quality outcomes within agreed timeframes
- must hold a degree in Law from an Australian tertiary institution or a comparable overseas equivalent and is eligible for admission as a legal practitioner in Australia.

Eligibility

Must hold a degree in Law from an Australian tertiary institution or a comparable overseas equivalent and is eligible for admission as a legal practitioner in Australia.

Notes

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

About the Australian Taxation Office

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wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Adrian Dieni, (03) 9247 0880
Agency Recruitment Site	https://ato.nga.net.au/?jati=9997FDC5-CD86-7217-B942-ED4B6A4C77E

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Treasury

Vacancy VN-0772565

Australian Taxation Office

Closing Date:Monday 28 September 2026

Integrity, Assurance and Law
Office of General Counsel

Job Title	Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$101,142 - $116,131
Future Merit Locations	Box Hill, Dandenong, Moonee Ponds, Parramatta, Penrith, Upper Mount Gravatt, Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_ESCO_725_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=A96B8F4E-73A6-8ECF-2770-ED4B6A63C73A

Duties

We are seeking highly motivated Lawyers to join our Office of General Counsel.

As a Lawyer, you will provide legal advice and dispute resolution services across a range of general law matters affecting ATO operations.

You will communicate with business partners on moderately complex legal issues, analyse and interpret legislation and policy, provide legally sound recommendations and contribute to effective legal risk management across the organisation.

You will exercise sound judgment, integrity and accountability, while working collaboratively with senior legal practitioners, to contribute to quality outcomes.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the selection process.

Our ideal candidate:

- has experience in providing legal advice and dispute resolution services across a range of topics including
  - Civil and Monetary Claims
  - Employment and Commercial Law
  - Administrative, Privacy and Secrecy Law
  - Freedom of Information

- communicates moderately complex legal concepts clearly and builds productive relationships with business partners to support informed decision-making
- manages competing priorities and delivers high-quality outcomes within agreed timeframes
- mentors and supports less experienced team members and contributes to an inclusive and collaborative team environment
- must hold a degree in Law from an Australian tertiary institution or a comparable overseas equivalent and is eligible for admission as a legal practitioner in Australia.

Eligibility

Must hold a degree in Law from an Australian tertiary institution or a comparable overseas equivalent and is eligible for admission as a legal practitioner in Australia.

Notes

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

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To Apply

Position Contact	Adrian Dieni, (03) 9247 0880
Agency Recruitment Site	https://ato.nga.net.au/?jati=A96B8F4E-73A6-8ECF-2770-ED4B6A63C73

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Treasury

Vacancy VN-0772571

Australian Taxation Office

Closing Date:Monday 28 September 2026

Integrity, Assurance and Law
Office of General Counsel

Job Title	Senior Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$129,551 - $141,239
Future Merit Locations	Box Hill, Dandenong, Moonee Ponds, Parramatta, Penrith, Upper Mount Gravatt, Adelaide, Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_ESCO_725_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=40826C27-3658-29A0-5D89-ED4B6A729CF6

Duties

We are seeking highly motivated and experienced Lawyers to join our Office of General Counsel.

As a Senior Lawyer, you will provide legal advice and dispute resolution services across a range of general law matters affecting ATO operations. You will analyse, interpret and apply legislation, policies, legal principles and precedent to resolve complex legal issues and provide strategic legal advice to senior leaders and business partners.

You will identify, evaluate and manage complex or sensitive legal matters, exercise a high degree of judgement and autonomy, and take ownership of legal outcomes. You will influence decision-making across the organisation and support the effective management of legal risk.

Leading a small team, you'll develop staff capability and mentor less experienced lawyers.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the selection process.

Our ideal candidate:

- has extensive experience providing legal advice and dispute resolution services across complex general law matters and resolving complex and sensitive legal issues across a range of topics including
    - Civil and Monetary Claims
    - Employment and Commercial Law
    - Administrative, Privacy and Secrecy Law
    - Freedom of Information
- communicates effectively, negotiates outcomes and influences senior business partners to support legally sound decision-making
- leads, mentors and develops legal professionals using an inclusive and collaborative approach
- manages competing priorities, adapts to changing business needs and actively supports organisational objectives and future challenges
- must hold a degree in Law from an Australian tertiary institution or a comparable overseas equivalent and is admitted as a legal practitioner in Australia.

Eligibility

Must hold a degree in Law from an Australian tertiary institution or a comparable overseas equivalent and is admitted as a legal practitioner in Australia.

Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Diana Russo James, (02) 9374 8842
Agency Recruitment Site	https://ato.nga.net.au/?jati=40826C27-3658-29A0-5D89-ED4B6A729CF6

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Treasury

Vacancy VN-0772576

Australian Taxation Office

Closing Date:Monday 28 September 2026

Integrity, Assurance and Law
Office of General Counsel

Job Title	Principal Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Adelaide SA, Canberra ACT, Sydney NSW
Salary	$155,911 - $185,713
Future Merit Locations	Dandenong, Moonee Ponds, Parramatta, Penrith, Upper Mount Gravatt, Box Hill, Brisbane, Melbourne, Adelaide, Canberra, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 2
Position Number	EXT_ESCO_726_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=4F190134-6745-5324-1DC0-ED4B6A7C0B18

Duties

We are seeking qualified Lawyers with a strong drive for success to join our Office of General Counsel.

As a Principal Lawyer, you'll lead advice and dispute resolution services across a range of general law matters affecting ATO operations. You'll provide authoritative advice on complex, sensitive and high-risk legal matters, influence decision-making at senior executive levels and drive the effective management of legal risk across the organisation.

You will oversee significant litigation and general law matters, exercising a high degree of professional judgement and autonomy to resolve complex legal issues and support sound governance and legally robust outcomes.

You will lead legal teams, provide stewardship of legal capability and contribute to the strategic direction of the Office of General Counsel and the broader ATO.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the selection process.

Our ideal candidate:

- has extensive experience providing strategic legal advice on complex, sensitive and high-risk matters within a government, regulatory or large organisational environment across a range of topics including
    - Civil and Monetary Claims
    - Employment and Commercial Law
    - Administrative, Privacy and Secrecy Law
    - Freedom of Information
- leads the resolution of highly complex legal issues, manages organisational legal risk and delivers outcomes in a dynamic and evolving environment
- manages competing priorities, adapts to changing business needs and actively supports organisational objectives and future challenges
- has highly developed leadership skills, including building capability, mentoring legal professionals and leading high-performing teams
- is a strong communicator who negotiates outcomes and influences senior business partners to support organisational objectives and legally sound decision-making
- must hold a degree in Law from an Australian tertiary institution or a comparable overseas equivalent and is admitted as a legal practitioner in Australia.

Eligibility

Must hold a degree in Law from an Australian tertiary institution or a comparable overseas equivalent and is admitted as a legal practitioner in Australia.

Notes

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To Apply

Position Contact	Kate Roberts, (03)8632 4515
Agency Recruitment Site	https://ato.nga.net.au/?jati=4F190134-6745-5324-1DC0-ED4B6A7C0B18

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0772798

Australian War Memorial

Closing Date:Thursday 01 October 2026

National Collection Collection Services

Job Title	Manager, Collection and Digital Asset Management Systems
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$121,755 - $132,713
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	Executive Level 1
Position Number	26-129
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

The Role

The Manager, Collection & Digital Asset Management Systems (CDAMS) leads the development, maintenance, user support and training program for the Memorial's Collection Management Systems (CMS), ingesting of digital assets and their integration with Collection records. The position also plays a leading role in the integration of the CMS with the Digital Asset Management System and provides strategic direction and management of the integrated system, policies and user groups.

This position is part of the Collection Services management team and is a critical leadership position in the section. The Manager, CDAMS is responsible for staff management and development of the CDAMS team, as well as leadership of the CMS users across the Memorial.

This position will initially be filled up until January 2027, with the possibility for extension and/or permanency.

Duties

- Lead the overall management of the Memorial's CMS and play a leading role in the integrated CMS/ Digital Asset Management Systems (DAMS).

- Manage the CMS Team in the delivery of the following outcomes:
  - Highly efficient and client focussed help desk for all CMS requests.
  - Successful training programs for new and existing users.
  - Analysis of system performance and user requirements and initiation and implementation of improvements and enhancements.
  - Comprehensive and up to date policies and procedures for collection, documentation and information.
  - Performance reporting on the system as well as overall management of user generated reports.
- Collaborate with key internal stakeholders including IT and DAMS managers to ensure proactive, positive and consultative management of the integrated CMS/DAMS.
- Manage the relationship with CMS vendors to ensure system performance and growth.
- Prepare correspondence, reports and other documentation for executive management.
- Develop and manage team members and demonstrate leadership across the Collection Services team.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

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

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

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia’s wartime experience.

To Apply

Position Contact	Robert Fisher, (02) 6206 9862
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0772681

Department of Veterans' Affairs

Closing Date:Thursday 01 October 2026

Open Arms
Clinical Operations

Job Title	Practice Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Stafford QLD, Maroochydore QLD
Salary	$85,610 - $91,309
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 4
Position Number	EXT-2026-5208
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

A Practice Officer assists in front line of customer service for clients accessing services from Open Arms Veterans and Families Counselling. This customer service is provided in person (at front reception) or via telephone. In addition, they provide operational and administrative support to the regional clinical service delivery staff to ensure quality services to the veteran and families community.

Practice Officers undertake functions in office management and service delivery operations and support. Officers may work across multiple functions and service delivery streams.

A Practice Officer assists in front line of customer service for clients accessing services from Open Arms Veterans and Families Counselling. This customer service role greets people in person (at front reception) or via telephone. In addition, they provide operational and administrative support to the regional clinical service delivery staff to ensure quality services to the veteran and families community.

We are looking for someone who can provide exceptional face to face and telephony customer service, work in a team environment and attend to detail in complex administrative tasks involving unique software and workflows.

The Practice Officer must be able to work under supported direction, and in accordance with relevant legislation, policies and standard process, to undertake a range of administrative and strategic activities that support the regional team and stakeholders.

Practice Officers undertake functions in office management and service delivery operations and support. Practice Officers may work across multiple functions and service delivery streams and will need to demonstrate flexibility.

Duties

- Provide front of house and administrative support across all service delivery streams inclusive of data entry and record keeping.
- Provide first escalation point for clients, contracted health providers and external stakeholder queries.
- Coordinate the administrative requirements for client referrals to both internal and external providers. This includes managing data, correspondence and client information between internal and external referral platforms and client management systems.
- Coordinate the administrative requirements for group programs and workshops.
- Provide assistance with administrative induction and training of new employees and contracted health providers.
- Undertake financial management activities including drafting procurement documentation, processing invoices, reconciling payments and tracking financial expenditure.
- Provide office management support for centre and regional satellite property resources, assets, IT and travel requirements.
- Support the Practice Manager in reporting quality assurance, compliance, audits, reports and operational data.

- Build rapport and maintain key stakeholder relationships.
- Support workplace practices in line with policies of Occupational Health and Safety, Workplace Diversity, the Australian Public Service Values and Employment Principles, and Code of Conduct.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- Any successful candidate external to DVA offered employment will be required to undergo pre-engagement screening checks, even if they currently have a security clearance. The screening checks are conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- Any successful candidate will be required to obtain and/or maintain, a Baseline Vetting (AGSVA) security clearance as a minimum.

Mandatory Requirements

- Currently hold or ability to obtain a Working with Children check

Notes

This recruitment process may be used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

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

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

We welcome people with diverse skills, experiences and perspectives. DVA is committed to building a workforce that reflects the community we serve and encourages applications from:

Veterans and former Australian Defence Force members, whose skills and experience are highly valued across the APS

Aboriginal and Torres Strait Islander peoples

People with disability

People who identify as LGBTQIA+

People from culturally and linguistically diverse backgrounds

We are a Veteran Employer of Choice! This means you benefit from a workplace actively supporting veterans and families of veterans – one that understands and values military

experience. You're joining an organisation publicly recognised for its commitment to fostering veteran-friendly employment pathways and long-term career success.

The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer support. More information can be found on the DVA Website.

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

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About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Kiri Tait, 07 2149 5030
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0772686

Department of Veterans' Affairs

Closing Date:Thursday 01 October 2026

Open Arms
Clinical Operations

Job Title	Clinical Care Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Rockingham WA
Salary	$104,898 - $119,116
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	EXT-2026-5213
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Clinical Care Coordinators provide short-term, goal-oriented, clinical case management intervention to clients who present with unmet health and psychosocial needs that impact on their ability to access and/or meaningfully engage in mental health care. With a primary focus on promoting client engagement with mental health care, Clinical Care Coordinators, assist clients in identifying appropriate supports, reduce barriers to access, and address health and psychosocial factors likely to negatively impact on engagement in care, or lead to significant deterioration in mental health if left unaddressed.

Reporting to the Clinical Program Manager or the Assistant Director, the position incorporates the development and maintenance of internal relationships within Open Arms, as well as external relationships with key community services stakeholders, through the provision of direct evidence informed support to individuals and/or their families with complex needs.

Clinical Care Coordination is delivered one-to-one with a strong emphasis on worker-client alliance, and the involvement of family and caregivers as indicated and permitted by the client. Clinical Care Coordination supports clients with complex case management and employs

elements of focused psychological strategies which include psychoeducation, distress tolerance, problem-solving, and/or motivational interviewing to facilitate progress towards case management goals.

Duties

- Provide high quality, evidence informed clinical services including risk management, brief intervention, care coordination, and referral to a caseload of clients with identified complex and/or multiple needs.
- Using the Client Management System, maintain confidential files for each client that include session progress notes, care plans, risk assessment, and additional client interactions.
- Liaise and form partnerships with DVA, the Australian Defence Force, other government departments, ex-service organisations, community based mental health and welfare agencies, involved in meeting the identified needs of veterans and families communities. This includes the development of a shared knowledge base that helps inform appropriate practice and referral pathways for service access.
- Work systemically with key internal and external stakeholders to influence a recovery approach to service delivery within a stepped care model for vulnerable or at risk veteran and Defence force communities and families, in accordance with Open Arms policy and procedures. Participate in internal and external meetings as directed.
- Schedule and attend Continuing Professional Development (CPD) activities, including clinical supervision, to maintain professional registration.
- Adhere to relevant legislation, ethical guidelines and policies pertaining to best practice client care.
- Liaise and attend regular meetings with the Assistant Director and other Clinical Care Coordinators to review client cases, including those that may require extensions to episodes of care.
- Apply the principles of cooperative and safe working practices consistent with APS Values and the Department’s mission, vision, approach and values.
- Engage in other clinical tasks as directed by the Assistant Director based on organisational need.

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).
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- Any successful candidate will be required to obtain and/or maintain, a Baseline Vetting (AGSVA) security clearance as a minimum.

Mandatory Requirements

- Qualifications as an AHPRA registered Psychologist / Mental Health Occupational Therapist / Mental Health Registered Nurse with full AHPRA registration, **OR**
- Qualification as a Social Worker eligible for membership of the Australian Association Social Workers (AASW) and eligible to apply for Mental Health accreditation, **OR**
- Qualifications as a Counsellor with a minimum Level 3 or 4 ACA or PACFA Clinical Counsellor registration.

Notes

This recruitment process may be used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

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

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Aboriginal and Torres Strait Islander peoples

People with disability

People who identify as LGBTQIA+

People from culturally and linguistically diverse backgrounds

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To Apply

Position Contact	Tosca Dilkes-Hall, (08) 6479 6275
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0772690

Department of Veterans' Affairs

Closing Date:Thursday 01 October 2026

Finance and Portfolio
Finance

Job Title	Accounts Payable Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$85,610 - $91,309
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 4
Position Number	EXT-2026-5176
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Financial Management Branch is responsible for managing all relationships with external Departments, Agencies and organisations and provides strategic financial services across the department.

The Financial Operations Section is responsible for developing policy and managing operations concerning the department's banking, treasury, cash management functions, corporate and travel card programs, and accounts receivable and accounts payable services.

Our team is a well skilled and diverse team dedicated to continuous improvement and the provision of subject matter expertise, we rely on each other’s knowledge and strengths to ensure high quality and timely advice is provided and achieve customer focused results.

The Accounts Payable Officer APS 4 will undertake a broad range of tasks including accounts reconciliations, processing, administration and support in relation to finance activities.

Our ideal candidate will be an enthusiastic, motivated, meticulous attention to detail and resilient person who is keen to work in a fast paced team environment. You will be good with numbers and have high attention to detail. You should be comfortable communicating over the phone and via email with clients from diverse backgrounds.

You will have a can do attitude, be flexible and embrace change. Previous experience in a finance processing environment and qualifications in accounting, finance or business or working towards completing qualifications would be highly regarded.

Duties

- Participate in day-to-day operational functions including: account processing, invoicing, monitoring and review, quality assurance, customer service, reconciliations, validations and corrections and records management to ensure the department's financial and governance responsibilities and obligations are achieved.
- Build rapport and maintain internal and external relationships, respond to enquiries, provide assistance and factual advice in a timely manner.
- Maintain awareness of Commonwealth financial compliance and legislative frameworks.
- Manage needs of customers to meet and exceed expectations, identify and resolve issues.
- Participate as a constructive team member to deliver ongoing improvements, quality of service and professional practices and standards.
- Utilise financial systems and analytical tools to research, analyse and reconcile data.
- Manage prioritisation of own workloads checking accuracy of information and work, ensuring quality processing and receipting.
- Perform other duties as required in the Financial Operations section to ensure the sections outcomes are accomplished.
- Contribute to section and branch goals and objectives, business planning, evaluation and reporting on organisational goals in a collaborative and constructive manner.

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).
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- Any successful candidate will be required to obtain and/or maintain, a Baseline Vetting (AGSVA) security clearance as a minimum.

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- People with disability
- People who identify as LGBTQIA+
- People from culturally and linguistically diverse backgrounds

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The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Jess Chandra, 0434 064 848
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0772735

Department of Veterans' Affairs

Closing Date:Thursday 01 October 2026

Ministerial Engagement and Communications
Client and Information Access

Job Title	Senior Client Contact Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Maroochydore QLD, Wodonga VIC
Salary	$85,610 - $91,309
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	On Site - Flexible working arrangements may be available under our Enterprise Agreement and the operational requirements of the role at each location
Classification	APS Level 4
Position Number	EXT-2026-5205
Agency Website	https://www.dva.gov.au/about-us/careers/jobs

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Senior Client Contact Officers APS4 work within the Ministerial Engagement and Communications Division of the Department of Veterans' Affairs (DVA) and the VAN team. They respond to incoming enquiries from members, veterans, (their advocates, representatives) and family members of the Australian Defence Force, as well as third parties, including government departments and agencies, and ex-service organisations. Senior Client Contact Officers possess a broad knowledge of DVA benefits and services and utilise this knowledge to provide information and advice to individuals making enquiries, including referring them to an appropriate business area when their enquiries require more detailed assistance and advice. They record all interactions using DVA systems and contribute to the processing of client system updates and documentation as required. An ability to achieve goals whilst communicating and collaborating effectively with a wide range of stakeholders is paramount.

Senior Client Contact Officers work under the general direction of a VAN Manager (APS 6). They are accountable for delivering advisory and administrative functions with close reference to legislation and DVA policies and guidelines, and exercising judgement to prioritise, manage and complete their work in a timely fashion. Senior Client Contact Officers at the APS 4 level may represent DVA at commemorative events and other ex-service functions, as well as assisting in team management.

APS 4 Senior Client Contact Officers operate in an environment of ongoing learning, and contribute to this by sharing information, knowledge and expertise with other team members. The information they deal with is sensitive and personal and must be managed with respect to the need to maintain its privacy, confidentiality and integrity.

Please note that these positions require an on-site presence at the advertised office location. As part of the Veterans' Access Network (VAN), Senior Client Contact Officers deliver face-to-face services to veterans, serving members, their families and representatives, in addition to providing support via telephone and electronic channels. Due to the nature of these duties, successful candidates will be required to work from the office to support service delivery. After the initial training period has been completed, flexible working arrangements may be available, depending on the operational requirements of each location.

Duties

- Undertake telephone and front counter shifts rostered in Work Force Manager (WFM) to support the VAN team during its business hours
- Work within legislative and policy guidelines to respond to incoming enquiries from members, veterans and their families (including their advocates and representatives) or third parties via telephone, email and the front counter, including:
    - Conducting Proof of Identity (POI) and alert checks in line with DVA policies (e.g., Privacy Policy)
    - Providing general information regarding DVA benefits and services, including information about the DVA website and registration for online services
    - Escalating more complex enquiries to a more senior Officer
    - Providing updates to existing DVA clients on the status of claims
    - Scanning, printing and mailing client documentation as required
- Refer enquiries requiring specialist input to relevant internal business areas (including Triage & Connect or Open Arms for mental health-related matters
- In line with operational reporting requirements, and using DVA’s records management systems (e.g., Process Direct and legacy systems) or other databases:
    - Register all conversations held with members, veterans and their families, and third parties
    - Enter relevant and contemporary data pertaining to clients’ claims, assessments and entitlements in collaboration with the Income Support team
- Manage time and resources effectively to meet agreed Key Performance Indicators (KPIs)
- Collaborate with colleagues and other teams across the organisation to verify and share information, provide updates and seek advice to support effective service delivery and team improvements
- Maintain a detailed understanding of DVA benefits and services, as well as the functions of the VAN team, including systems, tools and processes used to assist callers

- Participate in formal and on the job training, including e-learning, peer mentoring, team briefs and workshops
- Provide feedback to new staff to assist them to understand their role and develop familiarity with DVA's systems, processes and relevant legislation
- Contribute to and support the development and implementation of improvements and best practice in systems, processes and procedures.
- Resolve more complex enquiries escalated by APS 3 Client Contact Officers, including signing off on Change of Circumstance (COC) requests
- Draft procedural documents and prepare written responses to email enquiries
- Provide mentoring, assistance and guidance to APS 3 Officers and other VAN staff in the resolution of more complex issues and enquiries
- Assist in the training of new staff
- (Where required) Assume responsibility for office supplies, including ordering new supplies and monitoring/recording accounts
- Write and submit Work Health and Safety (WHS) reports
- Submit Information Technology (IT) support tickets
- Represent VAN at commemorative events and other ex-service functions, including contributing to the preparation of materials
- Contribute to the development of procedures relating to VAN client contact activities.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- Any successful candidate external to DVA offered employment will be required to undergo pre-engagement screening checks, even if they currently have a security clearance. The screening checks are conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- Any successful candidate will be required to obtain and/or maintain, a Baseline Vetting (AGSVA) security clearance as a minimum.

Notes

This recruitment process may be used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

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

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

We welcome people with diverse skills, experiences and perspectives. DVA is committed to building a workforce that reflects the community we serve and encourages applications from:

- Veterans and former Australian Defence Force members, whose skills and experience are highly valued across the APS
- Aboriginal and Torres Strait Islander peoples
- People with disability
- People who identify as LGBTQIA+

- People from culturally and linguistically diverse backgrounds

We are a Veteran Employer of Choice! This means you benefit from a workplace actively supporting veterans and families of veterans – one that understands and values military experience. You're joining an organisation publicly recognised for its commitment to fostering veteran-friendly employment pathways and long-term career success.

The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer support. More information can be found on the DVA Website.

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

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

About the Department of Veterans' Affairs

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To Apply

Position Contact	Louise Ruhl, 0400 653 537
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0772549

Department of Parliamentary Services

Closing Date:Friday 25 September 2026

Finance and property services

Job Title	Executive Assistant and Executive Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$92,450 - $113,706
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role
Classification	APS Level 5;APS Level 6
Position Number	33460
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

The Department of Parliamentary Services (DPS) is recruiting for a highly capable and driven individual as a Parliamentary Service Level 5 Executive Assistant and as a Parliamentary Service Level 6 Executive Officer in the Office of First Assistant Secretary (FAS), Finance and Property Services Division.

DPS supports Australia's Parliament through innovative, unified and client-focused services. The Department delivers a broad range of services and experience that enable engagement with the parliamentary process and is a custodian for Australian Parliament House which is a significant destination for citizens and international visitors alike.

The Finance and Property Services Division (FPSD) plays a critical role in supporting the Parliament by providing the financial, procurement and property services that enable Australian Parliament House to operate effectively. The division delivers expert financial and procurement advice, manages budgets and payroll, oversees capital works and maintenance programs, and

ensures Parliament House and associated facilities remain safe, functional and fit for purpose. Through its stewardship of assets, infrastructure and resources, FPSD helps ensure DPS can continue to meet the needs of parliamentarians, building occupants and visitors while supporting the long-term sustainability of Parliament House.

As an **Executive Assistant** you will provide a wide range of high-level administrative services and support to the First Assistant Secretary, Finance and Property Services Division. The role will involve, but not limited to, coordination of meetings and events, monitoring and responding to incoming communications, procurement activities and managing office operations.

We are seeking candidates who are self-starters, have good judgment, can build productive working relationships, enjoy working in a collaborative environment, and have excellent organisational skills.

Experience working in partnership with senior executives and/or working with a diverse range of stakeholders will be highly valued.

The **Executive Officer** provides high-level executive, administrative and coordination support to the First Assistant Secretary, Finance and Property Services Division. The role works closely with the Executive Assistant and a broad range of internal and external stakeholders to support the effective operation of the Office of the First Assistant Secretary and the delivery of priorities for the division.

As an **Executive Assistant.**

Our ideal candidate will be:

- strong customer service and interpersonal skills
- excellent coordination skills, including the ability to meet deadlines and manage priorities
- demonstrated ability to establish successful working relationships with a range of stakeholders
- demonstrated ability to maintain confidentiality and exercise discretion
- high level organisational and communication skills.

As an **Executive Officer.**

Our ideal candidate will be:

- strong customer service and interpersonal skills
- excellent coordination skills, including the ability to meet deadlines and manage priorities

- demonstrated ability to establish successful working relationships with a range of stakeholders
- demonstrated ability to maintain confidentiality and exercise discretion
- high level organisational and communication skills.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

As an **Executive Assistant:**

• Experience as an Executive Assistant or similar office management role is desirable.

• The successful applicant will be required to obtain and maintain a Baseline security clearance.

As an **Executive Officer:**

• Experience working as an Executive Officer is desireable.

• The successful applicant will be required to obtain and maintain a Baseline security clearance.

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

About the Department of Parliamentary Services

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To Apply

Position Contact	Yvette Sims, (02) 6277 8309,
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0772618

Department of Parliamentary Services

Closing Date:Monday 28 September 2026

Finance and Property Services
Planning and Quality

Job Title	Assistant Director, Accommodation
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role
Classification	Executive Level 1
Position Number	33447
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

Department of Parliamentary Services (DPS) is seeking a highly motivated, experienced and strategic leader to fill the position of Assistant Director Accommodation (PEL1) within the Planning and Quality Branch (PQB).

The Assistant Director Accommodation (AD Accommodation) leads a small team critical to supporting DPS' accommodation planning and relocation activities, furniture management for DPS staff and ongoing care and stewardship of Australian Parliament House's special furniture collection.

The successful applicant will have strong coordination and communication skills and the ability to multitask and prioritise competing demands. The AD Accommodation leads and supports end-to-end procurement activities, manages multiple contracts across Parliament House and parliamentary departments and provides oversight of accommodation, relocation and furniture requests. The AD Accommodation will also have the opportunity to work closely with multiple stakeholders from both DPS and other parliamentary departments, supporting the delivery of essential services in a fast-paced environment.

The role is well suited to someone who can manage competing priorities and build productive working relationships with a broad stakeholder group. Prior experience in accommodation planning, inventory management, procurement, and stewardship, maintenance and preservation of a collection like the APH special furniture collection is preferred.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

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To Apply

Position Contact	Dani Morris, 02 6277 9777
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0772707

Department of Parliamentary Services

Closing Date:Sunday 04 October 2026

Corporate Services
People Performance and Strategy Workplace Relations Performance & Conduct

Job Title	Senior HR Advisor and Assistant Director Workplace Relations, Performance and Conduct
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role
Classification	APS Level 6;Executive Level 1
Position Number	JR33468
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Dep

Job Description

https://jobs.dps.gov.au/

The Opportunity

The Department of Parliamentary Services (DPS) is recruiting for current and future vacancies for a Parliamentary Service Level 6 (PSL6) Senior HR Advisor and a Parliamentary Executive Level 1 (PEL1) Assistant Director in the Workplace Relations, Performance and Conduct team.

DPS has a workforce of approximately 1,200 staff whose role is to support the functioning of the Australian Parliament and parliamentarians through the provision of professional services, advice and facilities. DPS staff are dedicated to the task of providing first-class support services to the Australian Parliament and the wider community.

DPS is seeking professionals in workplace relations, performance or conduct to contribute to our strategic priorities and provide expert advice. Work from across each of the functional areas may be distributed amongst available staff based on strengths, experience, and development, and candidates are not expected to have experience in all three functional areas.

Who we are looking for

PSL6 Senior HR Advisor, Workplace Relations, Performance and Conduct

- Research and prepare advice for review by senior staff on a broad range of employment issues, complex workplace relations matters, relevant legislation, and agreements.
- Contribute to the design, development, and implementation of innovative strategies to improve departmental outcomes when managing complex sensitive people matters, staff engagement, and workplace consultation.
- Represent the department in dealings with unions and other stakeholders under the guidance of senior staff. Prepare materials to assist with representation at tribunals and external jurisdictions, to avoid disputes or achieve positive outcomes and resolutions
- Assist and support the research, development, management, and implementation of enterprise agreements, HR Policies, and employment contracts, ensuring compliance with relevant laws, processes, and better practice.
- Support team initiatives and contribute to a positive team culture.
- Develop and maintain productive stakeholder relationships and assist senior staff to liaise and effectively negotiate with key stakeholders including senior management, staff, industrial organisations, and external agencies.
- Assist in the preparation of written material including executive briefs, corporate documentation, findings of fact, and formal communications relating to employee conduct and performance for review by senior staff in a fast-paced environment.
- Assist in gathering and organising information for Code of Conduct investigations and the drafting of recommendations to delegates. Provide advice and guidance to staff and managers on integrity and misconduct issues.
- Provide advice to managers and staff on performance management and underperformance under the guidance of senior staff.

PEL1 Assistant Director, Workplace Relations, Performance and Conduct

- Provide high-quality specialist advice to senior management, and technical advice and education to staff on a broad range of employment issues, complex workplace relations, performance or conduct matters, relevant legislation, and agreements.
- Identify, design, and develop innovative strategies to improve departmental outcomes when managing complex sensitive people matters, conduct, integrity, performance management, staff engagement, and workplace consultation.
- Represent the department in dealings with unions, tribunals, external jurisdictions, and other stakeholders to avoid disputes or achieve positive outcomes and resolutions.
- Assist and support the research, development, management, and implementation of enterprise agreements, HR Policies, and employment contracts, ensuring compliance with relevant laws, processes, and better practice.
- Lead, motivate, and gain the commitment of others in achieving a workplace relations, performance and conduct focus responsive to contemporary issues and changes in workplace practices.
- Develop and maintain productive stakeholder relationships, liaise and effectively negotiate with key stakeholders including senior management, staff, industrial organisations, and external agencies.
- Prepare written material including executive briefs, corporate documentation, findings of fact, and formal communications relating to employee conduct and performance for review by senior staff in a fast-paced environment.
- Conduct Code of Conduct investigations and make recommendations to delegates. Provide advice and guidance to staff and managers on complex integrity and misconduct issues.
- Provide expert advice to managers and staff on performance management and underperformance.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

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

About the Department of Parliamentary Services

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To Apply

Position Contact	Ben Tutty, 0475 777 109
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0772712

Department of Parliamentary Services

Closing Date:Thursday 24 September 2026

Information Services
Digital Recording Services Parliamentary Broadcasting Services

Job Title	Broadcasting Infrastructure and Support Cabling Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$83,415 - $90,639
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra
Classification	APS Level 4
Position Number	JR33453
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

An opportunity exists to join the Broadcasting Infrastructure and Support team, responsible for maintaining, supporting and renewing broadcasting facilities working for the Department of Parliamentary Services (DPS) at Australian Parliament House.

Parliamentary Broadcasting produces and distributes live audio and video coverage of all proceedings of the two chambers and the Federation Chamber, televises selected parliamentary proceedings in Parliament House and provides audio coverage of hearings held in other venues around Australia as well as multimedia and audio-visual services within Parliament House.

Broadcast Infrastructure and Support officers are also responsible for key building-wide systems including Emergency Warning and Intercommunications Systems (EWIS) and the synchronised building clocks.

Who we are looking for

Our ideal Broadcast Support cabling specialist will have:

- Experience in the installation and maintenance of SELV and ELV communications cables.
- Demonstrated capability around analysing and troubleshooting issues.
- Ability to work under time constraints and prioritise in order of system availability and effect of outages.
- Willingness to work around the dynamic requirements of the Parliament.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

• Appropriate trade qualifications or licenses (e.g. structured cabler qualifications and endorsements or equivalent), or equivalent relevant experience are highly desirable.

• Possess or be able to obtain accreditation in work site access (e.g. White Card), Elevated Working Platforms and Confined Space access.

• The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

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To Apply

Position Contact	Les Hickey, 02 6277 5186
Agency Recruitment Site	https://jobs.dps.gov.au/

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Parliamentary Department

Vacancy VN-0772717

Department of Parliamentary Services

Closing Date:Thursday 24 September 2026

Information Services
Digital Recording Services Parliamentary Broadcasting Services

Job Title	Broadcasting Systems Support Supervisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$101,168 - $113,706
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra
Classification	APS Level 6
Position Number	JR33454
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 6 Broadcasting Systems Support Supervisor within Digital Recording Services Branch.

An opportunity exists to join the Broadcasting Infrastructure and Support team, responsible for maintaining, supporting and renewing broadcasting facilities working for the Department of Parliamentary Services (DPS) at Australian Parliament House.

Parliamentary Broadcasting produces and distributes live audio and video coverage of all proceedings of the two chambers and the Federation Chamber, televises selected parliamentary proceedings in Parliament House and provides audio coverage of hearings held in other venues around Australia as well as multimedia and audio-visual services within Parliament House.

Broadcast Infrastructure and Support officers are also responsible for key building-wide systems including Emergency Warning and Intercommunications Systems (EWIS) and the synchronised building clocks.

Who we are looking for

Our ideal candidate will have:

- Demonstrated integrity and professionalism when dealing with staff, clients and stakeholders
- Excellent verbal and written communications skills including the appropriate provision of technical advice.
- Experience in the installation and maintenance of Broadcasting equipment.
- Demonstrated capability around analysing and troubleshooting issues.
- Ability to work under time constraints and prioritise in order of system availability and effect of outages.
- Willingness to work around the dynamic requirements of the Parliament.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

• Appropriate qualifications or licenses (e.g. Advanced Diploma of Engineering - Electronics), or equivalent relevant experience are highly desirable.

• Possess or be able to obtain accreditation in work site access (e.g. White Card), Elevated Working Platforms and Confined Space access.

• The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.

Notes

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To Apply

Position Contact	Les Hickey, 02 6277 5186
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772622

Australian Energy Regulator

Closing Date:Sunday 27 September 2026

Legal, Corporate and Information Services
Corporate Services

Job Title	Senior Payroll Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$102,947 - $115,384
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Employees are required to work in the office a minimum of 2 days per week
Classification	APS Level 6
Position Number	AER-51
Agency Website	http://www.aer.gov.au/

Job Description

https://www.aer.gov.au/about/careers/current-vacancies?

The AER has procured TechnologyOne for its Enterprise Resource Planning system, including payroll and other Human Resources modules. In this role you will play a key role in delivering the fortnightly payroll for the AER.

Duties

- Process, check and reconcile day-to-day and complex payroll transactions across the employee lifecycle. This includes terminations, redundancies, leave liabilities, long service leave, tax, back pay, workers compensation, superannuation, overpayments and other adjustments.
- Process and check pay termination certificates, prior service recognition and leave liability transfers for employees transferring to or from the AER.
- Manage and complete the fortnightly pay run within required timeframes, ensuring pay variance, reconciliations and STP reporting, super reporting and other required compliance.
- Support the payroll team by overseeing payroll processing, providing technical guidance and advice, and monitoring areas of risk.
- Assess, investigate and resolve payroll anomalies arising from system issues, incorrect data, complex employee circumstances or interpretation of employment conditions.
- Develop and implement payroll data integrity checks and internal reporting to proactively identify discrepancies, anomalies, control gaps and potential payroll risks.
- Apply technical and subject matter expertise to provide clear and accurate advice to employees, managers and stakeholders on payroll matters.
- Model and manage remuneration packages for Public Office Holders in accordance with Remuneration Tribunal determinations.

- Develop and maintain payroll documentation, checklists, calculators, templates and standard operating procedures to support consistent and efficient payroll processing.
- Monitor payroll processes and system controls to ensure compliance with legislation, policies, procedures and audit requirements, and recommend appropriate mitigation strategies where risks or control gaps are identified.
- Work collaboratively with relevant stakeholders to assess policy and system changes, review configuration and design documents, and participate in user acceptance testing.
- Support internal and external audits by providing payroll information, evidence and responses as required.
- Provide technical guidance, mentoring and quality assurance to payroll staff and contribute to team capability through knowledge sharing and continuous improvement.
- Identify and implement opportunities to streamline payroll processes, improve efficiency, strengthen controls and improve payroll data integrity.
- Support the Assistant Director in embedding consistent, compliant, and sustainable payroll practices.

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 security clearance at the required level
- Employment check – your suitability for employment will be assessed through a screening process.

Notes

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

About the Australian Energy Regulator

The Australian Energy Regulator (AER) works to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. We regulate electricity networks and covered gas pipelines, in all jurisdictions except Western Australia. We set the amount of revenue that network businesses can recover from customers for using these networks. From 1 July 2026, the AER structurally separated from the Australian Competition and Consumer Commission (ACCC) and transitioned into a standalone non-corporate Commonwealth entity with its own accountable authority, staff and budgetary control. The separation of the AER from the ACCC is a significant regulatory reform aimed at improving the governance and operational autonomy of the AER.

To Apply

Position Contact	Parul Kashyap, parul.kashyap@aer.gov.au
Agency Recruitment Site	https://www.aer.gov.au/about/careers/current-vacancies?

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772675

Australian Energy Regulator

Closing Date:Sunday 27 September 2026

Legal, Corporate and Information Services
Corporate Services

Job Title	Director, Workforce
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$147,287 - $173,778
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Employees are required to work in the office a minimum of 2 days per week
Classification	Executive Level 2
Position Number	AER-53
Agency Website	http://www.aer.gov.au/

Job Description

https://www.aer.gov.au/about/careers/current-vacancies?

On 1 July 2026, the Australian Energy Regulator (AER) and Australian Competition and Consumer Commission legally separated. The AER has established and is operating foundational human resources services, systems, processes and practices. Initially, the Director – Workforce's priority will be to lead the evolution of operational human resources functions from foundational services, systems, practices and procedures to a high performing human resources operation.

As better practice services, systems, process and practices are embedded, the Director – Workforce will lead the design and delivery of contemporary workforce strategies that ensure the AER can attract, develop and retain the skills and capability required to deliver its strategic

priorities. This will require the Director – Workforce to work collaboratively across the AER and provide strategic advice to senior leaders on workforce trends, requirements, risks and strategies.

Duties

- lead teams to define and embed better practice services, systems, process and practices across the Capability, Recruitment, Payroll and Workforce Reporting functions.
- establish governance, policies, processes and reporting frameworks across the portfolio, while leading and developing a high-performing multidisciplinary team.
- oversee the Capability, Recruitment, Payroll and Workforce Reporting functions to ensure these functions are effective, efficient and adhere to all applicable legislative, industrial instrument and policy requirements.
- lead agency-wide workforce planning and capability initiatives, including the design and delivery of the AER Workforce Plan, to support strategic priorities and future workforce needs
- oversee the development and delivery of the AER's capability framework, leadership development and professional development initiatives.
- lead APS Census, workforce reporting and analytics, translating data and insights into actionable advice for senior leaders.
- provide high-level strategic advice to the Executive General Manager, General Manager Corporate and Senior Leadership Team and senior stakeholders on workforce strategy, capability, resourcing and emerging people risks.

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 security clearance at the required level
- Employment check – your suitability for employment will be assessed through a screening process.

Notes

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

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To Apply

Position Contact	Matthew Defaweux, (02) 6243 1090
Agency Recruitment Site	https://www.aer.gov.au/about/careers/current-vacancies?

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772789

Australian Energy Regulator

Closing Date:Sunday 27 September 2026

Legal, Corporate and Information Services
Corporate Services

Job Title	Recruitment and Onboarding Administrator
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA
Salary	$83,385 - $90,535
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Employees are required to work in the office a minimum of 2 days per week
Classification	APS Level 4
Position Number	AER0586
Agency Website	http://www.aer.gov.au/

Job Description

https://www.aer.gov.au/about/careers/current-vacancies?

As a Recruitment and Onboarding Administrator, you will use your exceptional customer service skills and conscientiousness to administer the AER's back-office recruitment and onboarding functions.

You will apply (or quickly acquire and apply) your understanding of recruitment processes and systems, the Australian Public Service (APS) employment framework and best-practice recruitment and selection methods.

You will work collaboratively and collegiately with AER and APS colleagues to deliver the critical recruitment function for the AER. You will collaborate with stakeholders and deliver recruitment plans in line with the AER recruitment schedule.

You will use your knowledge and experience to administer and facilitate outcomes through the AER's Enterprise Resource Platform (TechnologyOne). You will have the opportunity to contribute ideas and implement improvements to current approaches and practices.

Working under general direction and reporting to the Recruitment Team Leader, you will administer the AER's back-office recruitment and onboarding functions.

Duties

As a Recruitment and Onboarding Administrator, you will:

• support managers to document role requirements

• advertise employment opportunities

• administer the AER's online recruitment system

• liaise with other APS agencies and departments to facilitate merit lists being used

• prepare online application forms

• update applicants on the outcome of their applications with the AER

• prepare and release employment offers

• facilitate new starters' onboarding and successful internal applicants' movement within the AER

• monitor for, respond to and resolve recruitment, onboarding and organisation structure related queries with some complexity

• manage the AER's establishment (i.e. positions, reporting lines and organisation charts/structure) in the AER's human resource system

• advise applicants and managers about the APS employment framework and recruitment processes and systems

• be a collegiate partner with other AER and APS colleagues and representing the AER Human Resources team professionally

• draft standard operating procedures, user guides and templates

• support procurement processes including invoice management

• contribute to changes and improvements in recruitment services including system enhancements, documenting knowledge and drafting best practice recruitment materials.

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 security clearance at the required level
- Employment check – your suitability for employment will be assessed through a screening process.

Notes

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

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To Apply

Position Contact	Matt Defaweux, 02 6243 1090
Agency Recruitment Site	https://www.aer.gov.au/about/careers/current-vacancies?

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772795

Australian Energy Regulator

Closing Date:Sunday 27 September 2026

Legal, Corporate and Information Services
Corporate Services

Job Title	Assistant Director - Recruitment and Planning
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$127,908 - $141,555
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Employees are required to work in the office a minimum of 2 days per week
Classification	Executive Level 1
Position Number	AER-54
Agency Website	http://www.aer.gov.au/

Job Description

https://www.aer.gov.au/about/careers/current-vacancies?

As the Assistant Director - Recruitment and Planning you will develop and deliver the functions to identify, acquire and onboard the capabilities the AER requires. You will provide strategic and operational leadership across recruitment, capability and workforce planning functions. This role is a career-defining opportunity to apply your deep recruitment and/or workforce planning expertise to evolve and operate a critical HR function in a new organisation.

Duties

Working under limited guidance and exercising considerable discretion, the Assistant Director - Recruitment and Planning will:

· Develop and deliver the functions that identify, acquire and onboard the capabilities the AER requires.

· Lead the development and implementation of recruitment and workforce planning strategies and activities

· Review and enhance standard configuration for recruitment and organisation management modules in the AER’s enterprise resource planning system (TechOne)

· Provide strategic and operational advice about workforce matters.

· Lead and support end-to-end SES recruitment activities, including planning, stakeholder engagement, assessment design, panel coordination, candidate management, governance, risk management and preparation of high-quality selection documentation to support timely and merit-based outcomes.

· Collaborate with key AER stakeholders to develop, deliver, evaluate and improve regular plans to recruit and develop the capabilities the AER requires to deliver its strategic plan.

· Develop and implement work plans for people in the Recruitment and Planning team that directs the work area, defines expected outcomes, articulates the purpose and importance of the work;

· Develop and lead the team, fostering an inclusive culture, high performance, and build capability through coaching, providing performance feedback and opportunities for career development.

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 security clearance at the required level
- Employment check – your suitability for employment will be assessed through a screening process.

Notes

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

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To Apply

Position Contact	Matt Defaweux, 02 62431090
Agency Recruitment Site	https://www.aer.gov.au/about/careers/current-vacancies?

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772799

Australian Energy Regulator

Closing Date:Sunday 27 September 2026

Legal, Corporate and Information Services
Corporate Services

Job Title	Senior Recruitment Advisor
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$102,947 - $115,384
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Employees are required to work in the office a minimum of 2 days per week
Classification	APS Level 6
Position Number	AER-56
Agency Website	http://www.aer.gov.au/

Job Description

https://www.aer.gov.au/about/careers/current-vacancies?

As the Senior Recruitment Advisor you will manage the AER Recruitment Team’s day-to-day activities. This includes ensuring the appropriate systems, practices, tools and guidance are available to Recruitment Team members and the AER’s hiring managers. You will apply your specialist knowledge of the APS recruitment framework and role model exceptional client service to support managers acquire the capabilities the AER needs to deliver its strategic plan.

Duties

Working under limited direction and making decisions independently, the Senior Recruitment Advisor will:

- Manage the AER Recruitment Team's day-to-day activities including:
  - Supporting managers to identify and plan their recruitment needs.
  - Advertise and promote employment opportunities.
  - Administer the AER's online recruitment system (TechnologyOne) including:
    - preparing and receiving applications
    - supporting managers to record recruitment recommendations
    - advising applicants of the outcome of their application
    - preparing and issuing offers of employment
    - facilitating the onboarding process and maintaining the AER's position establishment.
    - Facilitating merit lists and transfers with other APS agencies.
- Support the Assistant Director - Recruitment and Planning to review and enhance standard configuration for recruitment and organisation management modules in the AER's enterprise resource planning system (TechnologyOne)
- Collaborate with key AER stakeholders to develop, deliver and maintain recruitment plans that will recruit the capabilities the AER requires to deliver its strategic plan.
- Support, advise and influence employees and managers on recruitment related matters, policies and procedures.
- Undertake 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 security clearance at the required level
- Employment check – your suitability for employment will be assessed through a screening process.

Notes

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

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To Apply

Position Contact	Matt Defaweux, 02 6243 1090
Agency Recruitment Site	https://www.aer.gov.au/about/careers/current-vacancies?

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772699

Bureau of Meteorology

Closing Date:Tuesday 29 September 2026

Data and Digital
Planning & Architecture

Job Title	Enterprise Planning Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$160,063 - $170,882
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60019790
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=D3EEFD34-A0C5-9D00-2099-ED4CCF4754C1

The Enterprise Planning Manager is a senior leadership role responsible for owning the integrated forward view of the Bureau’s IT strategy, plans, asset lifecycle priorities, disaster recovery readiness and technology capacity needs. The role provides enterprise-level leadership

to ensure compute, storage, network, cloud and platform demand is forecast, prioritised and aligned with business direction, financial planning and technology strategy. Working across delivery, operations, architecture, cyber security and business stakeholders, the role drives an integrated and risk-informed planning approach that addresses technical debt, lifecycle risks, resilience requirements and future service demand. The position also provides authoritative advice to portfolio, investment, financial and risk governance forums to support informed decisions on technology planning and asset management.

Broadly this role has the following remit:

1. **Leading IT planning and asset management:** Own the integrated forward view of the IT Strategy and Plans, IT asset planning, lifecycle risks, disaster recovery readiness and IT capacity needs.
2. **Capacity planning:** Ensure future demand for compute, storage, network, cloud and platform services is forecast, planned, funded and aligned with business and IT asset plans.
3. **IT asset management planning:** Coordinate the ICT asset planning process by ensuring the priorities of all asset management plans are complete, aligned to defined asset lifecycles, and address technical debt, disaster recovery gaps and platform constraints.
4. **Disaster recovery and resilience:** Ensure the organisation has a planned, tested and funded approach to recovering critical IT services following disruption.
5. **Planning advice:** Provide key advice into planning, portfolio, financial and risk governance forums related to decisions on IT planning and asset management.

Duties

The responsibilities of the role include but are not limited to:

1. **Lead integrated IT planning:** Own and maintain the forward view of IT strategy, plans, asset priorities, lifecycle risks, disaster recovery readiness and capacity requirements, ensuring these are coordinated across business and technology domains.
2. **Drive enterprise capacity planning:** Establish and oversee planning for compute, storage, network, cloud and platform demand, ensuring future needs are forecast, costed, prioritised and aligned to business demand, service roadmaps and investment decisions.
3. **Coordinate ICT asset management planning:** Lead the ICT asset planning process across asset domains, ensuring plans are complete, prioritised and aligned to lifecycle stage, technical risk, resilience requirements, platform constraints and remediation of technical debt.
4. **Strengthen disaster recovery and resilience:** Ensure critical IT services have documented, tested and funded recovery approaches, and that disaster recovery priorities are integrated into asset, platform and investment planning.
5. **Provide strategic advice to governance forums:** Deliver high-quality advice and recommendations to planning, portfolio, financial, architectural and risk governance forums on priorities, trade-offs, investment needs and planning risks related to IT assets and services.
6. **Lead stakeholder engagement and collaboration:** Build strong relationships with business leaders, service owners, architects, delivery teams, finance and operational stakeholders to ensure plans are informed, realistic and integrated.
7. **Manage planning risks and dependencies:** Identify emerging lifecycle, capacity, resilience and delivery risks, and drive mitigation strategies that balance business continuity, operational performance, cost and long-term sustainability.
8. **Lead and develop capability:** Provide leadership to planning and asset management staff, fostering a high-performing team culture, continuous improvement and strong planning discipline across the Bureau.

Eligibility
Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Cameron Smith, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=D3EEFD34-A0C5-9D00-2099-ED4C

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772700

Bureau of Meteorology

Closing Date:Tuesday 29 September 2026

Data and Digital
Information Technology Services

Job Title	IT Infrastructure Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$160,063 - $170,882
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60019791
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=296DDC82-A6C5-6A21-1097-ED4CCFE1202E

This EL2 role has direct accountability and leadership responsibility for the integrated delivery, performance and governance of enterprise ICT infrastructure across Platform Engineering, Enterprise Connectivity, Cloud Services, High Performance Computing and End User Services. It applies contemporary infrastructure leadership practices to deliver resilient, secure, scalable and customer-focused outcomes for the Bureau.

Operating with a high degree of independence, the role provides strategic and operational leadership across these service domains, with direct accountability for service lifecycle management, cyber resilience, automation, observability, vendor performance and operational reliability, delivered through multidisciplinary teams, vendors and partners.

The role is accountable for portfolio health, financial management, governance, risk, assurance and continuous improvement, and provides clear, evidence based advice to senior executives on infrastructure performance, investment, resilience and service risk.

Duties

Enterprise infrastructure strategy and service integration

- Setting integrated ICT infrastructure strategies, service roadmaps and technology lifecycle plans aligned to Bureau priorities, whole-of-government requirements and contemporary industry practice.

- Providing direct leadership and accountability across Platform Engineering, Enterprise Connectivity, Cloud Services, High Performance Computing and End User Services as a cohesive enterprise infrastructure capability.
- Directing service design, transition, operation and improvement to ensure infrastructure services are reliable, secure, scalable and fit for purpose.

Operational leadership and accountable delivery

- Overseeing operational reliability, resilience and recoverability of enterprise infrastructure services, including incident response, service continuity and executive escalation.
- Making sound, risk-based decisions in complex and ambiguous service environments.
- Driving modern service management practices, including observability, change discipline, problem management, service level performance and continual improvement.

Portfolio planning, prioritisation and investment stewardship

- Leading portfolio planning and prioritisation across operations, lifecycle management, cloud adoption, cyber resilience, automation and project delivery.
- Allocating people, funding, vendors and technology assets across the full span of control to balance value, risk, affordability and service outcomes.
- Managing major cross-domain dependencies, constraints, benefits, risks and change impacts.

Governance, risk, assurance and financial accountability

- Maintaining executive visibility of infrastructure performance, operational risk, compliance, financial position, cyber exposure and service maturity.
- Ensuring services meet Bureau policy, security, audit, contract, accessibility and whole-of government digital and cyber requirements.
- Managing the IT Infrastructure portfolio budget, including forecasting, cost control and value-based decision-making.
- Governing major contracts and vendor performance, including commercial, service and delivery issues.

People leadership and organisational capability

- Leading and developing multidisciplinary teams across Platform Engineering, Enterprise Connectivity, Cloud Services, High Performance Computing and End User Services, building leadership depth, technical capability and accountability.
- Shaping an inclusive, values-led culture that supports collaboration, engineering discipline, automation, service ownership and continuous improvement.
- Strengthening workforce resilience through succession, knowledge sharing and capability uplift.

Senior stakeholder engagement and communication with influence

- Providing clear, evidence-based advice to senior executives on performance, risk, priorities, investment trade-offs and service impacts.
- Influencing senior stakeholders, vendors and delivery partners to resolve issues and secure shared outcomes.
- Representing infrastructure in executive forums and enterprise planning.

Service maturity, reform and continuous improvement

- Setting the direction for infrastructure service maturity, including automation, standardisation, observability, self-service, resilience engineering and lifecycle management.
- Leading reform that improves customer experience, strengthens controls, reduces operational risk and simplifies delivery across infrastructure domains.
- Using performance insights and stakeholder feedback to improve service quality and efficiency.

Complying with all Bureau work, health and safety policies and procedures, and taking reasonable

care for your own health and safety and that of employees, contractors and visitors who may be

affected by your conduct.

Eligibility
Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Anthony Volo, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=296DDC82-A6C5-6A21-1097-ED4C(

Climate Change, Energy, the Environment and Water

Vacancy VN-0772721

Climate Change Authority

Closing Date:Wednesday 30 September 2026

Job Title	Engagement Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$88,834 - $96,829
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 5
Position Number	TBC
Agency Website	https://www.climatechangeauthority.gov.au/about-cca

Job Description

recruitment@cca.gov.au

Please read the full APSJobs ad and 'how to apply' instructions below.

The Climate Change Authority (the Authority) is an independent statutory agency of the Department of Climate Change, Energy, the Environment and Water established by the *Climate Change Authority Act 2011*. The Authority's purpose is to provide independent, evidence-based advice on Australia's response to climate change, to:

- accelerate emissions reductions and position Australia as a leader in the global effort to limit temperature increases;
- guide Australia to new opportunities and new ways of doing things, to sustain Australia's prosperity as the world transitions to net zero emissions; and
- help Australia prepare for and adapt to the current and increasing impacts of climate change, which have already begun and will continue to increase.

The Authority plays an important role in the governance of Australia's climate change policies including by providing independent advice on preparation of Australia's annual climate progress statement to Parliament and Australia's emissions reduction targets.

About this role

We engage stakeholders because better conversations lead to better climate policy. The Authority's goal is to be a trusted voice and an influential leader in climate policy. We do this by:

- engaging with stakeholders to strengthen the quality, relevance and credibility of what we bring to government, and
- helping shape Australia's climate policy conversation towards a prosperous, resilient, net-zero future.

The Authority is required by legislation to consult publicly on all legislated advice it provides to the Australian Government. Stakeholder engagement and participation in the Authority's work is fundamental to earning trust and navigating complexity.

The APS5 Engagement Officer plays a key role in planning and operationalising community outreach and engagement that supports the Authority's purpose.

Duties

As an APS5 Engagement Officer reporting to the Assistant Manager, you will:

- Support implementation of the Authority's Stakeholder Engagement Strategy.
- Coordinate and support stakeholder engagement activities, including workshops, roundtables, meetings, consultations and events.
- Support the public engagements of the CEO, Chair and Members.
- Manage engagement administration, including maintaining stakeholder records, coordinating invitations, tracking responses and supporting follow-up actions.
- Provide administrative and user support for the Authority's digital engagement platform, Converlens.
- Develop and coordinate communication products, including web content, stakeholder communication, presentations, publications and digital content.
- Contribute to monitoring, evaluation and reporting on communication and engagement activities, identifying opportunities for continuous improvement.
- Contribute to branch priorities and undertake other communication and engagement projects and activities as required.

Key capabilities and experience

Our ideal candidate will have:

- Demonstrated experience in stakeholder engagement and event coordination.
- Strong verbal and written communication skills.
- The ability to work collaboratively in a multidisciplinary team and manage competing priorities.
- Relevant tertiary education or proven industry experience in outreach/engagement, communications, public relations or events.
- Proven ability to work with diverse communities, including with Aboriginal and Torres Strait Islander peoples.

This role is Identified, which signifies the role has, or may have, involvement in matters relating to Aboriginal and Torres Strait Islander peoples.

You will require cultural competency, including an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples, and the ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.

In this role, cultural competency includes the ability to ensure that the Authority's stakeholder engagement appropriately considers the perspectives, rights, knowledge and experiences of Aboriginal and Torres Strait Islander peoples.

Desirable qualifications/skills

- Experience in digital engagement platforms and tools.
- Experience working in a government or policy environment.
- Familiarity with climate change or environmental policy issues.
- Experience in monitoring and evaluating program performance, including compliance with national standards.

Eligibility

- **Citizenship:** to be eligible for employment with the Authority you must be an Australian citizen.
- **Security clearance:** this position requires an Australian Government Security Vetting Agency (AGSVA) Baseline security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment checks:** your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, identity checks and referee checks.

Notes

Office Arrangements

The Authority's primary office is located in Canberra, ACT.

For successful candidates, flexible working arrangements, including work from home, are available subject to operational requirements.

Use of Artificial Intelligence

In preparing your application, please ensure you follow the Australian Public Service Commission's 'Principles for candidate use of AI in recruitment'.

Please refer to the Australian Public Service Commission's 'Principles for agency use of AI in recruitment' for the principles the Authority follows in its recruitment processes.

In your covering email please ensure you answer:

- Has AI been used in the preparation of any part of your application? Yes or no.

If you answered yes, please provide a brief description of the AI tools or technologies used and specify which parts of your application were assisted by AI.

How to apply

You are required to submit a 500-word pitch explaining how your skills, knowledge and experience will be relevant to the role and why you are the best candidate for the position.

Your application should specify the role you are apply for, your pitch and your current CV, including the names and contact details for two referees (CVs must be in .doc, .docx, or .pdf format).

Applications close **Wednesday, 30 September 2026, 11:59pm AEST** and must submitted to recruitment@cca.gov.au. Late applications after this closing date will not be accepted.

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

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

About the Climate Change Authority

To Apply

Position Contact	Melinda Finch Barwell,
Agency Recruitment Site	recruitment@cca.gov.au

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772532

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

Closing Date:Thursday 24 September 2026

Information and Communications Technology (ICT) Services Division
ICT Business and Digital Engagement

Job Title	Branch Head, ICT Business and Digital Engagement
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered based on operational requirements
Classification	Senior Executive Service Band 1
Position Number	2026/2035
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The Information and Communications Technology (ICT) Services Division is the department's central digital, technology and information services area. The division supports the department and its portfolio partners to operate effectively in a complex and changing environment by providing secure, reliable and contemporary ICT services, digital platforms and technology advice. We lead on ICT strategy, cyber security, enterprise technology, digital investment, service delivery and the capabilities that enable the department to deliver its climate, energy, environment and water priorities.

The ICT Business and Digital Engagement Branch is focused on engaging across the department and portfolio agencies to understand business needs, shape digital priorities and ensure technology investment is aligned to departmental outcomes. Our work identifies opportunities to improve ICT governance, enterprise architecture, investment planning, commercial management, portfolio delivery, workforce capability and service management practices.

The branch supports the department to take a more consistent, strategic and value-focused approach to digital investment, while strengthening the way ICT services are planned, governed, changed, assured and delivered.

For more information about us please visit our website.

Duties

The job

DCCEEW is seeking an experienced and influential senior executive to lead the ICT Business and Digital Engagement Branch. Reporting to the Chief Information Officer, the Branch Head is one of three SES Band 1 leaders within the ICT Services Division and contributes to the broader strategic leadership of the division and department.

The Branch Head is responsible for ensuring the department's digital investments, business engagement activities, governance arrangements, commercial functions, service management practices, portfolio management capability and workforce strategies deliver measurable organisational outcomes and support departmental priorities.

The role operates across a specialised and complex digital ecosystem. It requires strong ICT and digital leadership, sound judgement, commercial and investment acumen, and the ability to build trusted relationships with senior executives, business areas, portfolio agencies, whole-of-government partners and industry.

Key responsibilities

• Lead the ICT Business and Digital Engagement Branch, building an inclusive, high-performing and accountable culture that supports staff through change and delivers on departmental priorities.

• Shape and deliver ICT strategy, enterprise architecture, digital investment planning and prioritisation so technology decisions align with departmental outcomes and future capability needs.

• Lead business and portfolio agency engagement, translating complex needs into clear, achievable and sustainable digital priorities.

• Drive the evolution of the ICT operating model, including service design, governance, organisational capability and delivery approaches that remain fit for purpose.

• Provide executive oversight of the digital portfolio and Program Management Office capability, including investment governance, project prioritisation, assurance and benefits realisation.

• Lead ICT governance, risk, assurance, performance, reporting and service management functions, including stewardship of asset, configuration, capacity, change, release and testing practices, and provide clear evidence-based advice to the Chief Information Officer and governance forums.

• Ensure ICT processes and controls support reliable operations, effective change implementation, sound asset and configuration data, capacity planning, quality assurance and informed technology lifecycle decisions.

• Oversee procurement, sourcing, contract management and vendor relationships to achieve compliant, commercially sound and value-for-money outcomes.

• Lead ICT workforce planning, capability development and strategic workforce initiatives to ensure the division can meet current and future priorities.

• Build trusted relationships across the department, portfolio agencies, the APS and industry, and represent the Chief Information Officer and department in senior forums.

• Contribute to the strategic leadership of the ICT Services Division and broader departmental priorities.

Eligibility

What we are looking for

Your roles and responsibilities will be aligned to the SES Band 1 WorkLevelStandardsand the Secretaries' Charter of Leadership Behaviours.

To be successful in this role, you will demonstrate:

• Substantial senior leadership experience in ICT, digital, governance, investment, commercial or technology-enabled transformation functions within large and complex organisations.

• Demonstrated ability to shape strategy, align digital investment with organisational priorities and exercise sound judgement across complex, high-risk and contested issues.

• Strong understanding of ICT governance, portfolio and investment management, enterprise architecture, commercial management, assurance and core service management disciplines, including asset, configuration, capacity, change, release and testing practices.

• Demonstrated ability to oversee fit-for-purpose ICT processes and controls that support reliable service delivery, effective change implementation, quality assurance, operational resilience and informed technology lifecycle decisions.

• Demonstrated success overseeing large and complex portfolios, programs or projects, including governance, assurance, prioritisation and benefits realisation.

• Demonstrated experience leading organisational improvement, operating model design, business transformation or large-scale change initiatives.

• Experience influencing strategic investment decisions and shaping enterprise ICT operating models in complex organisations.

• A record of building trusted relationships and influencing senior executives, governance bodies, government partners, clients and industry stakeholders.

• Highly developed communication skills and the ability to translate technical, investment and delivery issues into clear, practical and evidence-based advice.

• Demonstrated success leading multidisciplinary teams, building capability and fostering an inclusive, respectful and psychologically safe workplace.

• Adaptability, resilience and a strong stewardship mindset, with the ability to lead through uncertainty while maintaining delivery, integrity and accountability.

Desirable qualifications

Relevant tertiary or professional qualifications in information technology, digital, business, commerce, public administration, governance, project, program or portfolio management, enterprise architecture, or digital transformation would be well regarded.

Eligibility and other requirements

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

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

Notes

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

To Apply

Position Contact	Dan Wilson, 0426 477 670
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772557

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

Closing Date:Friday 02 October 2026

Office of Water Compliance
Regulation Compliance Monitoring

Job Title	Director Coordination and Priority Initiatives
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Home Island Cocos (Keeling) Islands WA, Dubbo NSW, Melbourne VIC, Mildura VIC, Sydney NSW
Salary	$151,938 - $176,530
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	A mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 2
Position Number	2026/1957
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=2E0CA107-8E3F-4CE7-CEAD-ED4BA1D20FCD

The Inspector-General of Water Compliance (Inspector-General) is an independent statutory role and an identified integrity agency, supported by staff provided by the Department of Climate Change, Energy, Environment & Water (the Department).

Inspector-General's vision: Water management and use within the Murray-Darling Basin is lawful, transparent, and accountable, and the Australian public is confident in the integrity of Basin Plan delivery.

Inspector-General's purpose: The Inspector-General ensures various government bodies, water managers and users in the Murray-Darling Basin (the Basin) comply with their obligations under the Water Act 2007 (Cth) (Water Act) and the Basin Plan 2012 (Cth) (Basin Plan) and drives governments and water managers to uphold high standards of integrity and performance.

The Inspector-General's role includes oversighting the performance of government agencies in the management of Basin water resources, as well as ensuring compliance with various commitments under legislation. The Inspector-General currently has offices located in Adelaide, Albury, Brisbane, Canberra, Dubbo, Melbourne, Mildura and Sydney. The Inspector-General can support regional relocation to one of our Basin communities.

The Regulation Branch: The Regulation Branch enables the Inspector–General of Water Compliance's functions with respect to water trade regulation, audits and investigations, and compliance monitoring:

- Compliance monitoring: ensures that the Basin Plan and water resource plans are followed. It encourages Basin governments and agencies to meet their responsibilities and manage Basin water to benefit the whole country. This is done by close monitoring, using accurate and up-to-date information.
- Audits: check whether water managers are following the Basin Plan and water resource plan rules.
- Investigations and Trade: Investigations follow up where rules have not been followed and take steps to resolve problems, including ensuring compliance with rules who apply to anyone buying, selling or helping trade water.
- Coordination and Priority Initiatives: provides executive-level coordination across the Regulation Branch and leads priority initiatives and cross-agency integration. Connects regulatory, compliance, audit and broader water-management activities, identifies emerging risks and interdependencies, and translates complex information into practical advice for organisational decision-making.

Duties

The role operates under broad direction with a high degree of independence. The role provides executive-level coordination and leadership across the Regulation Branch, supporting the AIG Regulation through the delivery of priority initiatives, organisational improvement activities, executive coordination and cross-agency integration. The key accountabilities of the Director will include, but are not limited to, the following:

- Lead executive coordination and priority initiatives across the Regulation Branch.
- Integrate branch planning, priorities, risks and reporting to support timely executive decisions.
- Identify interdependencies, emerging risks and opportunities across regulatory and broader water-management activities.
- Provide concise strategic advice to the Assistant Inspector-General Regulation on complex and emerging issues, including providing detailed technical or professional advice regarding complex water management, regulation and compliance issues.
- Build monitoring and compliance strategies, programs, systems, frameworks and risk assessment tools to support the achievement of the Inspector General’s regulatory objectives.
- Build and manage productive relationships with internal and external stakeholders to support collaboration, information sharing and promote the agency’s business objectives.
- Drive organisational improvement and align initiatives with the Inspector-General’s strategic plan, values and risk-based approach.
- Provide senior-level analysis and integration across the water management system to identify emerging issues, opportunities, risks and interdependencies that may impact the Inspector-General's regulatory functions and strategic objectives.
- Lead staff, allocate resources and manage performance in accordance with legislation and APS and agency requirements.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

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

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

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

Notes

We currently have one vacancy available for immediate filling. A merit pool for filling the same or similar position may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Ian Bernard, 0403 963 406
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=2E0CA107-8E3F-4CE7-CEAD-ED4B

Climate Change, Energy, the Environment and Water

Vacancy VN-0772601

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

Closing Date:Sunday 27 September 2026

Environmental Water Division
Environmental Water Trade and Recovery Branch

Job Title	Branch Head, Environmental Water Trade and Recovery
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid office/home attendance may be considered based on operational requirements
Classification	Senior Executive Service Band 1
Position Number	2026/2022
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The **Environmental Water Division** supports the Commonwealth Environmental Water Holder (CEWH). The CEWH is an independent statutory position established under the Water Act 2007. The CEWH is responsible for managing Commonwealth water for the environment to protect and improve the health of rivers, floodplains and wetlands within the Murray–Darling Basin and is supported by staff from the department. The CEWH and their staff work closely with other government agencies, First Nations, community and industry groups, local landholders and scientists to plan and manage the use (delivery, carryover or trade) of water to the environment.

The **Environmental Water Trade and Recovery Branch** provides the commercial, economic and operational functions that underpin the Commonwealth's $12 billion environmental water portfolio

and water recovery activities in the Murray–Darling Basin. The Branch is responsible for optimising the Commonwealth's environmental water portfolio, administering water recovery programs, leading water market and trading activities (including the development of trading strategies, mechanisms and frameworks), providing water valuation and acquisition expertise, and maintaining relevant probity, governance and assurance systems . The Branch brings together multidisciplinary expertise in water markets, portfolio management, economics, procurement, valuation and data management to support delivery of the Basin Plan and broader Government water reform objectives.

For more information about us please visit our website.

Duties

The job

The role leads a branch responsible for optimising the Commonwealth's environmental water portfolio and delivering water recovery initiatives across the Murray–Darling Basin. The role provides strategic leadership across environmental water portfolio optimisation, water markets and trading, water recovery programs, valuations, governance, financial management and reporting to support Government priorities and Basin Plan outcomes.

Key responsibilities include:

- Providing strategic advice to the CEWH on water markets (entitlement and allocation markets), water entitlement and allocation value, acquisition and disposal opportunities, market trends and commercial risks.
- Supporting analysis of the economic and market impacts of Basin reform measures and water trade programs.
- Building and maintaining relationships with state governments, Basin stakeholders, industry, water market participants and regulatory bodies.
- Supporting the coordination of water science policy and hydrological modelling policy.
- Supporting the translation of economic, scientific and market intelligence into policy, investment and operational decision-making.
- Overseeing the development and implementation of the Commonwealth Environmental Water Trading Framework, strategy and trading activities.
- Leading water recovery programs as required under the Basin Plan.
- Ensuring effective governance, assurance, probity, contract management and risk management.
- Leading a branchwhere staff are supported in a culture of collaboration, inclusion, integrity and high performance and ensuring effective collaboration across the Water Group.
- Contributing to strong relationships with external stakeholders, including regular public implementation updates and presentations at stakeholder forums.

Eligibility

What we are looking for

Your roles and responsibilities will be aligned to theSES Band 1 WorkLevelStandardsand the Secretaries' Charter of Leadership Behaviours.

To be successful for thisroleyou will need to possesssome orall ofthe following:

- Demonstrated understanding of water market or other relevant regulated market operations (such as asset and/or commodity or spot markets) and trading frameworks.
- Experience providing strategic advice on market or portfolio decisions in a complex operating environment.
- Ability to interpret complex economic, market and scientific evidence and translate it into practical policy, program and operational outcomes.
- Ability to lead teams to provide robust socio-economic or market analysis that informs government decision-making.
- A good understanding of strategic external and internal communications, including working with ministers' offices and media management.
- Experience designing and leading complex procurement, acquisition, investment or market-based programs.
- A proven reputation for relationship building across government, industry, researchers and market participants, with a demonstrated ability to influence outcomes through collaboration and engagement.
- Experience operating in politically sensitive environments involving significant stakeholder interest and public scrutiny.
- Proven ability to achieve organisational outcomes, build capability and manage risk to ensure governmentobjectivesare achieved.
- Ability to evaluate ongoing branch and project performance and develop capability in teams to consistently deliver quality outcomes.
- Ability to deliver socio-economic advice on water recovery programs and associated community adjustment programs.
- Ability to scope, commission, interpret and communicate complex economic evidence from multiple sources.
- Ability to engage other parts of the business toassistin the overall delivery of Agency goals whilemaintainingalignment to the broader strategic environment across Government.
- Innovative, consultative,resilientand personally accountable for the quality of advice, products,serviceand strategies.
- Ability tomaintaina strong understanding of potential reputational risks and think critically to manage and minimise risks.
- Self-awareness, culturalcompetenceand ability to foster respect and inclusion in the workplace.
- Ability to promote and apply the APS Values, Code of Conduct and Agency values and behaviours while building high performing teams who are dedicated to achieving quality outcomes.
- Ability todemonstratestewardship by ensuring the high performance and sustainability of the APS, harnessing experience,diversityand resources to deliver commonobjectives.

Eligibility and other requirements

Mandatory qualifications - the successful candidate must hold relevant tertiary qualifications – for example in science, economics, commerce, finance, public policy or a related disciplines. Relevant Postgraduate qualifications will also be highly regarded.

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

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

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

Notes

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

To Apply

Position Contact	Dan Wilson, 0426 477 670
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772706

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

Closing Date:Wednesday 14 October 2026

Parks Australia
Kakadu National Park Asset Management

Job Title	Fleet, Plant and Marine Services Coordinator
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$99,734 - $112,044
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 6
Position Number	2026/2048
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=1931AA4C-476B-7681-0F9A-ED4D080EBCF4

Affirmative measure employment

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

If you are found suitable and offered a position, you will need to provide evidence of your eligibility for affirmative measure employment when the formal written offer is made.

For more information about affirmative measure employment, see Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants | Australian Public Service Commission.

Who we are

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of

Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. In addition to ongoing management of the park's natural and cultural heritage, this branch also manages strategic priorities for Parks Australia, managing a range of strategic planning and major capital projects across the three jointly managed parks.

The Asset Management Unit is responsible for the strategic planning, maintenance, renewal and lifecycle management of a diverse portfolio of assets that support the operation of Kakadu National Park. The unit oversees the management of infrastructure, fleet and operational assets across a large and geographically dispersed World Heritage listed estate. This includes roads, bridges, buildings, staff housing, visitor facilities, utilities, plant and machinery, marine assets, generators and a substantial fleet of operational vehicles. The unit works closely with Traditional Owners, operational teams, contractors and service providers to ensure assets remain safe, compliant, fit-for-purpose and capable of supporting the delivery of conservation, cultural heritage, tourism and park management outcomes.

For more information about us please visit our website.

Duties

Fleet and Asset Management

- Lead the planning and coordination of maintenance programs for Kakadu National Park's fleet, plant, marine and operational assets to ensure operational readiness, compliance and value for money.
- Develop and implement asset lifecycle strategies, including maintenance scheduling, replacement planning and asset utilisation monitoring.
- Manage district generator systems and associated infrastructure, providing advice on reliability, maintenance and replacement requirements.
- Oversee marine assets, ensuring servicing, certification, survey and legislative obligations are met.
- Maintain asset management systems, ensuring accurate asset registers, maintenance records and performance data.
- Analyse asset performance and recommend investment priorities, replacement strategies and operational improvements.
- Provide advice to managers on asset capability, maintenance priorities and emerging asset risks.
- Lead asset disposal and replacement programs in accordance with legislative and Commonwealth requirements.

Contractor and Service Provider Management

- Manage contractors, suppliers and service providers to deliver maintenance and specialist technical services.
- Develop specifications, procurement documentation and contract management arrangements for maintenance services.
- Monitor contractor performance, compliance, expenditure and service standards, implementing corrective actions where required.
- Provide advice on contract management, procurement and market engagement activities.
- Contribute to strategic sourcing initiatives and continuous improvement of service delivery arrangements.
- Negotiate maintenance priorities and service standards with service providers.

Compliance, Governance and Risk Management:

- Provide advice on legislative, regulatory and policy requirements relating to fleet, marine, plant and operational assets.
- Ensure compliance with WHS legislation, marine safety regulations, environmental obligations and Parks Australia policies.
- Lead compliance assurance activities, including inspections, certifications, registrations and audits.
- Undertake risk assessments and implement mitigation strategies for operational, and asset-related risks.
- Investigate significant asset, vehicle or marine incidents and prepare recommendations for management.
- Develop governance processes that support accountability, compliance and effective asset stewardship.

Asset Planning, Financial Management and Reporting

- Lead asset planning activities, including replacement schedules, maintenance programs and long-term investment priorities.
- Monitor maintenance and asset budgets to ensure effective use of resources.
- Analyse financial and operational data to identify trends, risks and opportunities for improved performance and efficiency.
- Prepare reports and briefings on asset condition, utilisation, budget performance and investment priorities.
- Contribute specialist advice to business planning processes.
- Implement initiatives that improve asset reliability, operational capability and service delivery outcomes.

Stakeholder Engagement and Operational Leadership

- Provide advice and guidance on asset management, fleet operations, compliance and maintenance planning.
- Build productive relationships with Traditional Owners, operational managers, contractors, government agencies and industry representatives.
- Influence and negotiate outcomes to support asset management and operational priorities.
- Lead asset-related projects, ensuring delivery within agreed timeframes, budgets and quality standards.
- Develop procedures, guidance materials and continuous improvement initiatives.

- Represent the section in internal and external forums on asset management matters.

For detailed information about the job-specific capabilities for this role, please view the **Job Description** which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

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

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

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

Desirable qualifications

- Trade qualifications & experience in diesel engine maintenance would be favourable.

Additional requirements

- hold and maintain a current manual driver’s licence and ability to drive a 4WD vehicle,
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work,
- note that you may be required to perform occasional out-of-hours and weekend work,
- note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams,
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department’s uniform policy,
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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

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

To Apply

Position Contact	Brian Mclean, 0427 788 586
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=1931AA4C-476B-7681-0F9A-ED4D0

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772708

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

Closing Date:Wednesday 14 October 2026

Parks Australia
Kakadu National Park Business Management

Job Title	Senior Infrastructure Officer
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 5
Position Number	2026/2051
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=A6ED78B5-B033-D619-8AC9-ED4D0823E563

Affirmative measure employment

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

If you are found suitable and offered a position, you will need to provide evidence of your eligibility for affirmative measure employment when the formal written offer is made.

For more information about affirmative measure employment, see Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants | Australian Public Service Commission.

Who we are

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of

Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. In addition to ongoing management of the park's natural and cultural heritage, this branch also manages strategic priorities for Parks Australia, managing a range of strategic planning and major capital projects across the three jointly managed parks.

The Business Management Unit is responsible for overseeing the financial, administrative, and strategic operations within the jointly managed park. As part of this team, you will contribute to effective planning, resource allocation, and coordination between partners to support the park's sustainable management and operational goals.

For more information about us please visit our website.

Duties

Asset Management:

- Maintain asset registers and records for park infrastructure, facilities, vehicles and equipment.
- Monitor the condition of park assets and identify maintenance requirements for consideration by management.
- Assist with the implementation of asset management plans and scheduled maintenance programs.

Planning and Coordination:

- Support the delivery of asset maintenance and improvement projects in accordance with approved work plans.
- Assist in identifying asset maintenance priorities and contribute information to planning activities.
- Coordinate routine asset inspections and maintenance schedules.

Financial Administration

- Monitor project and maintenance expenditure against allocated budgets.
- Assist with the preparation of cost estimates, procurement documentation and financial reports.
- Maintain accurate financial records relating to asset management activities.

Maintenance Support:

- Coordinate routine maintenance and repair works with contractors and service providers.
- Monitor contractor performance against agreed requirements and report issues to supervisors.
- Ensure maintenance activities are completed in accordance with established procedures and safety requirements.

Reporting and Records Management:

- Maintain accurate records of asset inspections, maintenance activities and repairs.
- Prepare routine reports, correspondence and documentation relating to asset management activities.
- Contribute information and data for management reporting purposes.

Compliance and Risk Management:

- Apply relevant environmental, heritage, procurement and work health and safety requirements in day-to-day activities.
- Identify and report asset-related risks, maintenance issues and compliance concerns to management.
- Assist in implementing risk mitigation measures and corrective actions.

Stakeholder Engagement:

- Liaise with park staff, contractors, service providers and other stakeholders regarding asset maintenance activities.
- Provide timely information and updates on asset-related works and project progress.
- Respond to routine enquiries and escalate complex matters as required.

Team Contribution:

- Work collaboratively with park staff to achieve operational and asset management objectives.
- Provide guidance and support to less experienced staff on routine administrative and asset management processes.
- Contribute to a positive, safe and inclusive work environment.

Sustainable Asset Management:

- Support the implementation of sustainable asset management practices and environmentally responsible maintenance activities.
- Promote the efficient use of resources and environmentally appropriate materials where practical.

For detailed information about the job-specific capabilities for this role, please view the **Job Description** which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

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

Security Clearance - this position requires a Baseline Vetting security clearance. You will be required to

obtain and maintain a clearance at this level.

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

Desirable qualifications

- Trade qualifications in construction, electrical, plumbing or related field.

Additional requirements

- hold and maintain a current manual driver’s licence and ability to drive a 4WD vehicle,
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work,
- note that you may be required to perform occasional out-of-hours and weekend work,
- note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams,
- wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department’s uniform policy,
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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

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

To Apply

Position Contact	Brian Mclean, 0427 788 586
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=A6ED78B5-B033-D619-8AC9-ED4D(

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Employment and Workplace Relations

Vacancy VN-0772519

Department of Employment and Workplace Relations (DEWR)

Closing Date:Monday 12 October 2026

Enterprise Technology
Cyber Security Secure Gateway Services

Job Title	Senior Gateway / Network Security Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$129,477 - $157,409
Future Merit Locations	Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1;IT Specialist
Position Number	26/1342
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/?jati=C7632822-7665-E92D-5DAB-ED4B66F31D24

Reporting to the Director, Secure Gateway Services, the Senior Gateway / Network Security Engineer is responsible for ensuring the department's Internet Gateway environment is secure, reliable and maintained in accordance with relevant government regulations and industry best practices.

This role provides an opportunity to work across a broad range of network and cyber security technologies supporting the department and multiple Commonwealth agencies. The successful candidate will contribute to major projects, service improvements and technology modernisation initiatives while developing their technical leadership capabilities.

While this is a highly technical role, it also requires regular engagement with stakeholders and senior management to communicate complex technical issues, provide technical advice and mentor junior staff.

The role may require participation in an on-call roster once familiar with the environment. Occasional after-hours maintenance and project work may also be required, with overtime provisions available under the Enterprise Agreement.

Please note that this position is available at both the Executive Level 1 and Executive Level 1 Information Technology Specialist classifications, depending on the skills and experience of the successful candidate. Specialist positions are subject to eligibility requirements outlined in the Department of Employment and Workplace Relations Enterprise Agreement 2024-27 and are offered at the discretion of the delegate.

Please note that the initial vacancy is for an ongoing position. A merit pool will be established for future ongoing and non-ongoing vacancies that may arise.

Duties

Responsibilities of the Executive Level 1 Senior Gateway / Network Security Engineer include:

- Designing, managing and maintaining the department's Internet Gateway environment in a secure and reliable manner in accordance with relevant government regulations and industry best practices.
- Configuring, managing and hardening Internet Gateway technologies, including secure web gateways, email security platforms, sandboxing solutions, DNS, web application firewalls, load balancers, intrusion prevention systems, firewalls, routers, switches, VPNs, managed file transfer services and associated monitoring infrastructure.
- Leading technical projects, service improvements and infrastructure upgrades within the Gateway environment.
- Performing advanced troubleshooting and resolution of complex technical incidents, service disruptions and infrastructure changes.
- Providing technical leadership, guidance and mentoring to junior staff.
- Developing and maintaining system documentation, technical procedures and service request processes in accordance with team processes and the Information Security Manual (ISM).
- Managing the Gateway asset lifecycle, including procurement, implementation, replacement, decommissioning and disposal activities.
- Monitoring emerging cyber security threats, ACSC guidance and government initiatives, and applying those insights to strengthen the security and resilience of the Gateway environment.
- Participating in an on-call roster and undertaking occasional after-hours maintenance activities as required.

Eligibility

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain **a Negative Vetting 1** security clearance.

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

Notes

Qualifications and Education

Essential IT Specialist Designation:

- Tertiary qualifications in an IT or Cyber Security field (in accordance with DEWR Enterprise Agreement 2024-27).
- Must hold and maintain a current Australian Driver Licence.

Desirable IT Specialist Designation:

- Networking, Cyber Security, ITIL and other relevant industry certifications are highly desirable.

Essential Executive Level 1:

- Must hold and maintain a current Australian Driver Licence.

Desirable Executive Level 1:

- Networking, Cyber Security, ITIL and other relevant industry certifications are highly desirable
- Tertiary qualifications in an IT or Cyber Security field

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Wahab Bhatti, 02 6240 0402
Agency Recruitment Site	https://dewr.nga.net.au/?jati=C7632822-7665-E92D-5DAB-ED4B66F31D

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Employment and Workplace Relations

Vacancy VN-0772702

Safe Work Australia

Closing Date:Monday 05 October 2026

Policy and Engagement Group
Evidence and Communications Data Improvement & Analysis

Job Title	Assistant Director - Data Improvement & Analysis
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Sydney NSW, Brisbane QLD, Perth WA, Darwin NT, Hobart TAS, Melbourne VIC
Salary	$130,089 - $144,657
Future Merit Locations	Adelaide, Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible/remote working opportunities will be considered
Classification	Executive Level 1
Position Number	37326
Agency Website	https://www.safeworkaustralia.gov.au//

Job Description

https://swacareers.nga.net.au/?jati=5EF15D85-8177-EA99-F1B4-ED4D07DC1285

We are seeking an experienced and motivated Assistant Director to join the Data Improvement and Analysis section.

This role is ideal for someone with strong project management and data analysis skills, who is curious and passionate about using data to improve outcomes for Australian workers.

You will be able to harness data effectively to meet the information needs of a range of stakeholders and translate complex information into meaningful insights that inform decision-making.

You will work in a small and multi-disciplinary team, responsible for developing and leading national data projects to address priority work health and safety and workers' compensation issues. Working closely with the Director, you will contribute to a broad range of data-related functions, including strategic data management, stakeholder engagement, collaboration across jurisdictions and sectors, and the communication of data and insights.

Collaboration is central to our work. You will engage with a wide range of internal and external stakeholders to strengthen Australia's evidence base on WHS and workers' compensation and help drive better policy and regulatory outcomes. You will also contribute to a culture of innovation, continuous improvement and evidence-informed decision-making, identifying opportunities to enhance how we collect, manage and use data.

Duties

- Lead and manage projects that improve the quality, coverage, accessibility and value of data held by the Agency.
- Identify and deliver new data initiatives that strengthen the evidence base on WHS and workers' compensation, including strategies to address priority data and evidence gaps.
- Apply sound data management practices across the data lifecycle to ensure data quality, integrity and fitness for purpose.
- Ensure compliance with relevant legislative, policy and governance requirements, including privacy obligations when working with sensitive and personal information.
- Communicate complex data and analytical findings clearly and effectively through a range of products, including reports, publications, presentations, fact sheets and digital content.
- Build and maintain productive relationships with internal and external stakeholders to identify opportunities for new data, insights and innovation that support the Agency's policy priorities.
- Provide leadership within a collaborative team environment, including setting priorities, exercising initiative and supporting staff to deliver high-quality outcomes.
- Contribute to continuous improvement by identifying opportunities to enhance data capability, processes and systems across the Agency.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS), unless the Agency Head has agreed otherwise in writing.
- The successful candidate will be required to obtain and maintain a Baseline security clearance.
- Successful applicants will be required to complete an Australian Federal Police criminal history check.

- RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities if you choose to opt in, declare you have disability and meet the minimum requirements for the role. More information is available at apsc.gov.au/recruitability.

People from a range of educational disciplines and work backgrounds would be able to succeed in this role. To be competitive, applicants should have a strong level of data literacy and well-developed project management and leadership skills. This includes the ability to apply statistical concepts and produce evidence for decision making.

The following experience is not essential but will be highly regarded:

- Data analysis and/or data management qualifications or experience, including tertiary qualifications with a quantitative focus such as mathematical sciences, statistics, economics or epidemiology.
- Project management and data communication – project management and/or data communication experience, or relevant qualifications.
- Conceptual and critical thinking skills, including the ability to assess information and develop fit-for-purpose solutions.

Notes

This position can be filled by candidates working remotely under an agreed working arrangement negotiated with the Agency, subject to expectations on regular attendance in the main office (located in Canberra, ACT), staff development and performance management needs, and role suitability.

Please note that as part of this role you will be working with detailed information on workers who were injured or killed while at work. The health and wellbeing of our employees is important to us, and we have 24/7 access to our Employee Assistance Program (EAP).

If you are interested in applying, we encourage you to speak with the contact officer to discuss the role, team environment and the opportunities it offers.

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

About the Safe Work Australia

Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers' compensation. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has

an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities. We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply. Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths.

To Apply

Position Contact	Phillip Wise, 02 6121 3992
Agency Recruitment Site	https://swacareers.nga.net.au/?jati=5EF15D85-8177-EA99-F1B4-ED4D0

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Communications and the Arts

Vacancy VN-0772449

Australian Communications and Media Authority

Closing Date:Sunday 27 September 2026

Corporate and Research Division
Finance, Reporting and Operations Facilities, Procurement and Security

Job Title	Senior Facilities Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Melbourne VIC, Pyrmont NSW
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	APS Level 6
Position Number	3054-2026-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

The **Corporate and Research Division** partners with business areas across the ACMA, to provide enterprise wide enabling services and strategic advice so that the ACMA can achieve its purpose. The Division facilitates this through the delivery of key corporate functions including financial management, property services, security, procurement advice, performance reporting, research and data, digital and technology services, human resources, communications, and governance services.

The **Finance, Reporting and Operations Branch** is responsible for ensuring the financial sustainability and security of the ACMA through financial, procurement, facilities, travel and physical security services. The Branch proactively engages with business areas to provide advice,

and financial and business performance reporting to drive strategic decision making and support the broader organisation. The Branch also provides assurance over the various revenue streams collected on behalf of the Commonwealth and leads the development of a range of budget and financial governance arrangements.

The **Facilities, Procurement and Security Section** provide expert advice and support to the agency and its staff across a wide range of services, issues and processes, including:

- Management of the ACMA's portfolio of offices and other properties
- Provision of facilities services to enable the operation of the ACMA work environment
- Advice and documentation to ensure that the ACMA complies with best procurement practice and Commonwealth Procurement Rules.
- Managing the ACMA's protective security framework, other than ICT security.

About the role

The **Senior Facilities Officer** is responsible for the provision of agency security and facilities management advice and ensuring the ACMA's security policy, procedures and documentation is current and complies with all government and legal requirements.

The Senior Facilities Officer is a leadership role that has people, program and stakeholder responsibilities for all security and facilities related requirements for the ACMA.

Duties

- Assisting the Agency Security Advisor on ACMA's physical and personnel security requirements are met in line with the Protective Security Policy Framework (PSPF).
- Assist to Develop and maintain Protective security procedures and risks.
- Support business continuity practices.
- Assist and respond to security incidents, breaches and investigations.
- Manage the ongoing administration of the ACMA's office service requirements including reception and mail/courier services.
- Oversee the day-to-day operational management of ACMA facilities.
- Assist the ongoing property service and portfolio requirements with ACMA's outsourced property services provider.
- Manage and coordinate the ACMA's emergency procedures and personnel as well as management of any facilities related WHS issues.
- Effective management and coordination of procurement of goods and services.
- Supervision and coordination of facilities and reception staff across the ACMA office network.

Eligibility

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

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

Notes

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

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

About the Australian Communications and Media Authority

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

To Apply

Position Contact	Andrew Cosentini, 0418 541 563
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0772536

Australian Communications and Media Authority

Closing Date:Sunday 27 September 2026

Corporate and Research
Human Resources and Communications

Job Title	Assistant Manager, Human Resources
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT
Salary	$121,755 - $134,116
Future Merit Locations	Various locations - VIC, Various locations - ACT, Various locations - NSW
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	Executive Level 1
Position Number	865-2026-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

Corporate and Research Division

The Corporate and Research Division partners with business areas across the ACMA, to provide enterprise wide enabling services and strategic advice so that the ACMA can achieve its purpose. The Division facilitates this through the delivery of key corporate functions including financial management, property services, security, procurement advice, performance reporting, research and data, digital and technology services, human resources, communications, and governance services.

The eSafety Commissioner (eSafety) is Australia's independent regulator for online safety. While functionally separate to the ACMA, the ACMA provides a range of corporate support services for eSafety under a Service Level Agreement.

Human Resources and Communications Branch

The Human Resources and Communications Branch supports the ACMA to meet its purpose by delivering services that enhance the ACMA's capacity to make the best use of its people, build a positive workplace culture, and to effectively communicate to stakeholders about its purpose, activities, and achievements. Services delivered by the Branch include recruitment, work health and safety, learning and development, payroll, human resource strategic and policy advice, internal and external communications and media and editorial services.

About the role

Are you an experienced HR leader looking to make a meaningful contribution in a small agency environment where your work has visible impact?

The ACMA is seeking high-performing and innovative HR professionals to join our Human Resources team at the Executive Level 1. Through this process, we are looking to establish a merit pool to fill current and future vacancies across a range of HR functions within ACMA over the next 18 months. These may include work, health and safety; strategic business partnering; payroll; workforce reporting; workplace relations; L&D; inclusion and performance.

Duties

We currently have immediate vacancies for:

Assistant Manager, Payroll, Systems and Reporting

Lead a small team responsible for delivering payroll services, HR systems administration and workforce reporting for the ACMA and eSafety. This role plays a critical part in ensuring employees are paid accurately and on time, maintaining workforce data integrity, supporting organisational reporting obligations and driving continuous improvement in HR systems and processes.

Key responsibilities include:

- Leading payroll operations and HR systems administration.

- Managing workforce reporting and external reporting obligations, including APS and legislative reporting requirements.
- Providing expert advice on payroll, HR systems and workforce data matters.
- Overseeing employee lifecycle administration, including onboarding, offboarding and employee movements.
- Identifying opportunities to improve processes, reporting capability and service delivery.

Assistant Manager, Workplace Relations

Lead the review, development and implementation of employment related policies and procedures, the provision of clear, practical, and defensible workplace relations advice on complex queries related to the APS employment framework and conditions of employment. The role leads a small team through matters relating to the ACMA Enterprise Agreement, integrity and conduct, public interest disclosures and the National Child Safety Principles.

Key responsibilities include:

- Support the agency's enterprise bargaining program by providing workplace relations expertise, contributing to negotiation and consultation activities, engaging with employee representatives and stakeholders, and coordinating implementation of enterprise agreement outcomes.
- Provide specialist advice and support on integrity-related matters, including employment frameworks, APS values and code of conduct matters, conflicts of interest, and other workforce integrity issues, ensuring fair, consistent and procedurally sound outcomes.
- Managing complex workplace relations and employee case matters.
- Providing specialist advice on employment legislation, policy and industrial frameworks.
- Developing and reviewing workplace policies and procedures.
- Building capability across the organisation through guidance, coaching and practical workplace relations support.

Across all EL1 HR roles, you will lead projects and initiatives, build strong stakeholder relationships, drive business improvements and contribute to strategic workforce outcomes while leading and developing a high-performing team.

Eligibility

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

The successful candidate will also be required to obtain and maintain a Baseline security clearance. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Notes

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

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where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Michael Chant, 02 6219 5147
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0772791

National Museum of Australia

Closing Date:Friday 02 October 2026

Office of the Director
Public Affairs

Job Title	Communications Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$122,277 - $132,713
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	Executive Level 1
Position Number	TBC
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 communications professional to join Public Affairs, Office of the Director as an EL1 Communications Manager, to manage the Media & Communications work and oversee the Social Media team.

Duties

This position supports the Office of the Director in the development, coordination and delivery of media, social media and communications activities.

Working with the Head of Public Affairs you will:

- Provide Strategic Media Advice: Offer trusted high-level communications guidance to Head Public Affairs and business units including ability to manage complex media issues and cultural sensitivities.
- Manage the Museum’s Image: Write and execute media and social media plans that enhance public understanding of the Museum’s work.
- Media Relations and Briefings: Write media releases, talking points, and background documents reflecting key messaging.
- Identify and Leverage Media Opportunities: Strong understanding of the media landscape and ability to proactively identify and pursue media and social media opportunities to promote the Museum’s work and achievements.

- Oversee Social Media Engagement: Manage a high-performing social media team to deliver strategic, coordinated communications campaigns that reinforce the Museum's reputation.
- Content Creation: Create compelling narratives and engaging content for media and social media that resonate with key audiences.
- Media Training and Support: Provide media training to staff, ensuring they are prepared for interviews and public appearances.
- Commitment to Work Health and Safety (WH&S): Actively support a positive safety culture, following the Museum's WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011.

Eligibility

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

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

The National Museum of Australia is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

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

The Museum is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

Notes

Applicants must include a 2 page pitch addressing their suitability for the role against the essential and desirable Skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Visit https://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm, Friday 2 October 2026.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Kylie Simmonds, 0488 957 304
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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