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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) - 18 September 2025.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.

Gazette Lodgement Inquiries:

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[Job No] ISSN 1835-2480

Vacancies

Vacancy VN-0762881

Australian Children's Education and Care Quality Authority

Closing Date:Tuesday 23 September 2025

Workforce, Engagement and Research
Communications, Digital and Engagement

Job Title	Senior Manager, Communications
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Various locations - SA SA, Various locations - NSW NSW, Various locations - QLD QLD, Canberra ACT, Tasmania TAS, Darwin NT, Perth WA
Salary	$168,419 - $197,329
Future Merit Locations	Melbourne, Various locations - SA, Various locations - NSW, Various locations - QLD, Canberra, Tasmania, Darwin, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Applications accepted from all states. Office is based in NSW 2000
Classification	
Position Number	490
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description *https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=490*

Senior Manager Communications

· **Help children have the best start in life through high quality education & care.**

· **Lead multiple communication channels to deliver regulatory and system information to the early childhood sector and families across Australia.**

· **Join an expert team working across governments at the national level.**

About ACECQA

We provide national leadership on the implementation of the National Quality Framework (NQF) and collaborate with the Australian and state and territory governments to:

· implement changes that benefit children birth to 13 years-of-age and their families

· monitor and promote the consistent application of the Education and Care Services National Law across all states and territories

· support the early childhood education and care sector to improve quality outcomes for children

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.

ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child Safe Organisations and actively promoting the safety and wellbeing of children.

The Role

The Senior Manager, Communications leads the Communications and Engagement team, Digital and Creative team, and the Sector Information Services team. The position is responsible for leading, delivering and promoting internal and large-scale external communications, stakeholder engagement and customer relations on behalf of ACECQA to help educate, engage with and inform the children's education and care sector (via acecqa.gov.au), families (via startingblocks.gov.au) and the community about the National Quality Framework.

This role is full time and ongoing at ACECQA Band 8 (168,419 - $197,329).

Duties

Key Accountabilities

· Adhere to the spirit and practice of ACECQA's Code of Conduct, build an inclusive performance culture, and role model ACECQA's values and behaviours ensuring collaboration across teams in the delivery of ACECQA priorities.

· Provide strategic leadership in communications and stakeholder engagement and contribute to the overall leadership of the Workforce Engagement and Research Group in line with its core purpose.

· Lead, inspire, motivate and develop staff to deliver ACECQA's business outcomes and support ACECQA's objectives.

· Lead ACECQA's internal and external communication and digital design functions.

· Lead a nationally focused customer enquiries team and build internal relationships to support consistent delivery of public advice on the National Quality Framework.

· Oversee the management of ACECQA's media interaction and social media activities.

· Lead the operation and development of the ACECQA websites, ACECQA.gov.au and Startingblocks.gov.au, and associated communication platforms.

· Lead ACECQA's digital and creative development and online learning platforms.

· Independently lead, plan, and design programs, projects and other work across all teams as required.

· Develop, manage and build on the strategic relationships with state/territory agencies and the Australian Government, via the organisation of stakeholder committees and working groups in face to face, teleconference and online meetings.

· Support the executive team and broader leadership group in developing strategic relationships with peak bodies, industry groups and training providers.

· Lead the development of stakeholder relations and communications strategies, as required, for internal groups and project teams.

· Represent ACECQA at a variety of external forums, as required.

Eligibility

About You

To be successful in this role you will need:

· Knowledge and understanding of trends, issues and requirements for regulatory communications and intergovernmental relations/dynamics in a public sector environment.

· Demonstrated leadership and management experience with strong experience leading multi-disciplinary teams in the delivery of national/state communication functions.

· Significant experience in developing and implementing stakeholder engagement and communications strategies with clear outcomes.

· Experience in media and issues management, particularly within a government context.

· Highly developed interpersonal and communication skills, including people management, negotiation, liaison and presentation abilities.

· Experience in leading teams responsible for providing advice to internal and external stakeholders.

· Significant experience with web content management, eLearning systems and a sound understanding of quality online communication.

· Tertiary qualifications in a relevant discipline.

While not essential, the following attributes will greatly assist you in the role:

· Experience managing and integrating multiple social media platforms for an organisation.

Notes

How to apply

The closing date for applications is **23 September 2025** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to Senior Manager Communications vacancy and click **Apply for Job**. The application process will require you to:

· Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.

· Provide the details of at least two referees who have directly supervised you within the last five years of employment.

All complete applications will be acknowledged.

More information

If you have any questions about the role or the recruitment process please email the HR team at recruitment@acecqa.gov.au.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, 61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=4

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Vacancy VN-0762888

Australian Children's Education and Care Quality Authority

Closing Date:Thursday 25 September 2025

Policy and Regulatory Systems
National Educator Register – Project Management Unit

Job Title	Business Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Adelaide SA, Perth WA, Darwin NT, Tasmania TAS, Melbourne VIC
Salary	$103,179 - $140,976
Future Merit Locations	Sydney, Brisbane, Adelaide, Perth, Darwin, Tasmania, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	494
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description *https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=494*

Business Analyst

· **Help children have the best start in life through high quality education & care.**

· **Improve outcomes for children and families in early education and care.**

· **Join an expert team working across governments at the national level.**

About ACECQA

We want children in Australia to have the best start in life through quality education and care.

We provide national leadership on the implementation of the National Quality Framework (NQF) and collaborate with the Australian and state and territory governments to:

· implement changes that benefit children birth to 13 years-of-age and their families

· monitor and promote the consistent application of the Education and Care Services National Law across all states and territories

· support the early childhood education and care sector to improve quality outcomes for children

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.

ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child Safe Organisations and actively promoting the safety and wellbeing of children.

The Role

The Business Analyst is primarily responsible for performing National Quality Agenda IT System (NQA ITS) business analysis tasks and will need to provide solution recommendations based on a high-level understanding of existing software systems. The Business Analyst will contribute to the ongoing development and support of the NQA ITS and other ACECQA systems throughout the entire release cycle and will be required to foster and manage mutually beneficial relationships with external and internal stakeholders in state and territory regulatory authorities and the Australian Government.

This role is full time at ACECQA Band 5/6 ($103,179- $140,976), Specified Task to 30 June 2026.

Duties

Key Accountabilities

· Creates specification documents that provide clear guidance for technical teams to implement in line with legislation and expectations of stakeholders including subject matter experts.

· Collaborate with stakeholders and end users to identify and build business requirements.

· Analyses operational objectives by studying business functions; gathering information; evaluating output requirements and formats.

· Provides recommendations that will improve systems and controls by analysing current practices, designing solutions and documenting modifications.

· Monitors release progress by tracking activity; resolving problems; publishing progress reports; recommending actions and escalating issues.

· Leads and drives discrete projects where required.

· Tracks and facilitates priority change requests such as action items for governance committees.

· Designs and manages test frameworks and procedures to ensure that all changes are thoroughly tested before deployment.

· Defines team roles and responsibilities, reports and monitors progress during testing phases.

· Ensures agreed changes will not compromise the data integrity, quality or functionality of the existing systems.

· Builds and designs test plans, scripts, and cases for each release cycle ensuring changes are aligned to specifications.

· Participates and conducts operational testing as part of the User Acceptance Testing window.

· Develops and maintains effective and regular communication with key stakeholders to address and clarify business requirements to ensure user confidence.

· Manage stakeholder expectations and strive for consensus to implement solutions.

· Work closely with National Steering Group (NSG) members (with representation from all state and territory regulatory authorities) to progress system changes.

· Contribute to the NSG workshops by providing expert Business Analyst advice, support and through the demonstration of new proposals.

· Investigate and advise on logged Service Desk issues, maintain associated documentation, and escalate issues to system developers where appropriate.

· Assists with the development and update of training material.

· Provide and deliver end-user training in a variety of formats including webinars and other documented resources.

· Mentors internal team in analysis and documentation best practice.

Eligibility

Key Selection Criteria

· Proven experience in business analysis and design of large-scale applications with a complex organisational structure.

· Relevant tertiary qualifications in IT or related discipline including relevant industry certifications, with demonstrated experience in a Business Analyst or Project Management role for a medium size public or private organisation.

· Extensive experience in business process mapping, process re-engineering, and requirements gathering, using relevant business process modelling and testing techniques, including the formal representation of use cases and workflows.

· Strong analytical and logical approach to problem solving, including interpreting and analysing data to produce meaningful information and business insights, and undertaking qualitative and quantitative research to identify trends to assist with determining business priorities.

· Attention to detail and demonstrated experience in preparing high quality project documentation including business and functional requirements, performance reports, project plans, process flows, and business cases.

· Demonstrated experience in developing specification requirements for CRM systems.

· Strong interpersonal, consultation, negotiation, and presentation skills with the ability to verbally communicate clearly and effectively with business stakeholders, external vendor partners, and internal teams.

· Excellent documentation skills, including proven experience in the authoring of specifications and manuals.

· Demonstrated ability to work independently and prioritise work to meet required timelines.

Desirable:

· Experience working in, or with, a regulatory or government environment.

· A working knowledge of Microsoft CRM Dynamics 365.

o Experience in CRM Dynamics implementation, configuration, system design and/or related business process experience.

· Experience organising user groups and in positively influencing participation and outcomes.

Notes

How to apply

The closing date for applications is **25 September 2025** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to Business Analyst vacancy and click **Apply for Job**. The application process will require you to:

· Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.

· Provide the details of at least two referees who have directly supervised you within the last five years of employment.

All complete applications will be acknowledged.

More information

If you have any questions about the recruitment process, please email the HR team at recruitment@acecqa.gov.au.

Notice to agencies

ACECQA will not accept applications from any source other than directly from a candidate for this vacancy. Recruitment agencies must have received instructions from ACECQA in relation to a specific vacancy in order to submit applications on behalf of candidates.

ACECQA is collecting the information requested in the advertisement for the purpose of selection, recruitment and engagement of staff. ACECQA is authorised to do so by the Education and Care Services National Law. Please refer to our Privacy Policy which can be accessed at http://www.acecqa.gov.au/privacy-policy.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, +61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=4

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Vacancy VN-0762897

Australian Children's Education and Care Quality Authority

Closing Date:Thursday 25 September 2025

Policy and Regulatory Systems
Regulatory Systems

Job Title	Test Analyst
Job Type	Full-Time, Non-Ongoing
Location	Various locations - NSW NSW
Salary	$88,932 - $99,174
Future Merit Locations	Various locations - NSW
Office Arrangement	Flexible
Office Arrangement Details	Sydney based, accepting applications from all states & territories but Qld based applicants will be highly regarded
Classification	
Position Number	496
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=496

Test Analyst

· **Help children have the best start in life through high quality education & care.**

· **Improve outcomes for children and families in early education and care.**

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Duties

The Role

The primary purpose of the Test Analyst is to support ACECQA's functions in relation to the National Quality Agenda IT System (NQA ITS). The NQA ITS is primarily built upon Microsoft Dynamics CRM and Microsoft SharePoint but includes integrations with other software, systems, and tools. The Test Analyst will contribute to business transformation and the ongoing development of the NQA IT System and by delivering excellence in testing specific related systems throughout the entire release cycle.

This role is full time and fixed term (until 30 June 2026) at ACECQA Band 4 ($88,932 - $99,174).

Eligibility

About You

To be successful in this role you will need:

· A minimum of 1- 2 years relevant experience in testing of large-scale applications within a complex organisational structure

· Demonstrated experience in developing of test frameworks and procedures

· Well-developed verbal, written and interpersonal communication skills, including the ability to liaise and negotiate with a range of individuals in a variety of contexts

· Excellent documentation skills, including proven experience in the authoring of specifications and manuals

· Highly developed skills in building internal/external relationships with stakeholders and team members

· Demonstrated ability to work independently and prioritise work to meet required timelines.

While not essential, the following attributes will greatly assist you in the role:

· Experience working in, or with, a regulatory or Government environment

· A working knowledge of Microsoft CRM Dynamics 365

· A working knowledge of Jira and testing integration tools.

Notes

How to apply

The closing date for applications is **25 September 2025** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to Test Analyst vacancy and click **Apply for Job**. The application process will require you to:

· Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.

· Provide the details of at least two referees who have directly supervised you within the last five years of employment.

All complete applications will be acknowledged.

More information

If you have any questions about the role or the recruitment process please email the HR team at recruitment@acecqa.gov.au.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, 0282404247
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=4

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Vacancy VN-0762899

Australian Children's Education and Care Quality Authority

Closing Date:Thursday 25 September 2025

Policy and Regulatory Systems
Regulatory Systems

Job Title	Senior Test Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$103,179 - $122,039
Future Merit Locations	Sydney
Office Arrangement	Work From Home;Flexible
Office Arrangement Details	Sydney, accepting applications from all states & territories but Qld based applicants will be highly regarded
Classification	
Position Number	495
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=495

Senior Test Analyst

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Duties

The Role

The primary purpose of the Senior Test Analyst is to support ACECQA's functions in relation to the National Quality Agenda IT System (NQA ITS). The NQA ITS is primarily built upon Microsoft Dynamics CRM and Microsoft SharePoint but includes integrations with other software, systems, and tools. The Senior Test Analyst will contribute to business transformation and the ongoing development of the NQA IT System and by delivering excellence in testing specific related systems throughout the entire release cycle.

This role is full time and fixed term (until 30 June 2026) at ACECQA Band 5 ($103,179 - $122,039).

Eligibility

About You

To be successful in this role you will need:

· 3 or more years of experience in testing of large-scale applications within a complex organisation structure.

· Relevant tertiary qualifications or certification in IT or a related discipline.

· Demonstrated experience in developing test frameworks and procedures.

· Well-developed verbal, written and interpersonal communication skills, including the ability to liaise and negotiate with a range of individuals in a variety of contexts.

· Excellent documentation skills, including proven experience in the authoring of specifications and manuals.

· Highly developed skills in building internal/external relationships with stakeholders and team members.

· Demonstrated ability to work independently and prioritise work to meet required timelines.

While not essential, the following attributes will greatly assist you in the role:

· Experience working in, or with, a regulatory or Government environment.

· A working knowledge of Microsoft CRM Dynamics 365.

· A working knowledge of Jira and testing integration tools.

Notes

How to apply

The closing date for applications is **25 September 2025** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to Senior Test Analyst vacancy and click **Apply for Job**. The application process will require you to:

· Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.

· Provide the details of at least two referees who have directly supervised you within the last five years of employment.

All complete applications will be acknowledged.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, 0282404247
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=4

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Vacancy VN-0763093

Australian Children's Education and Care Quality Authority

Closing Date:Wednesday 01 October 2025

Leadership, Quality and Regulatory Support
Regulatory Authority Support

Job Title	Manager Regulatory Authority Support
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - ACT ACT
Salary	$126,436 - $161,939
Future Merit Locations	Sydney, Melbourne, Various locations - NSW, Various locations - VIC, Various locations - ACT
Office Arrangement	Hybrid
Office Arrangement Details	Applications accepted from all states. Office is based in NSW 2000
Classification	
Position Number	498
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description *https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx*

Manager Regulatory Authority Support

· **Help children have the best start in life through high quality education & care.**

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Duties

The Role

The Manager Regulatory Authority Support leads a team of professionals responsible for providing advice on quality programs, practices and policies in children's education and care services and supporting the sector and authorised officers (and other relevant regulatory authority staff) to implement the NQF.

This role is full time and ongoing at ACECQA Band 6/7 ($126,436- $161,939).

Eligibility

About You

To be successful in this role you will need:

· Demonstrated leadership and management capabilities and experience in a complex, agile and diverse environment.

· Demonstrated capabilities and experience in children's education and care service delivery, vocational education, regulatory functions, and/or public sector management.

· Demonstrated experience in developing and managing projects and programs of work, including the ability to independently scope, plan, control and manage projects, and provide accurate reporting.

· Demonstrated ability to research, analyse and develop clear, timely and accurate recommendations, briefs and reports to change, interpret or develop policies and programs

· Proven ability to develop productive working relationships with external stakeholders and peak organisations.

· Highly developed communication and interpersonal skills, including a demonstrated ability to communicate effectively across audiences and genres (including presentations, articles and resources) backed by high level written communication skills.

· Demonstrated ability to negotiate confidently with internal and external stakeholders.

· Demonstrated ability to deliver engaging and informative training and professional development programs to adult learners.

While not essential, the following attributes will greatly assist you in the role:

· Experience in a regulatory authority.

· Knowledge and understanding of legislation, research, policies, practices, theories and trends relating to the children's education and care sector.

· Tertiary qualifications in a relevant discipline.

Notes

How to apply

The closing date for applications is **01 October 2025** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to Manager Quality and Regulatory Support vacancy and click **Apply for Job**. The application process will require you to:

· Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.

· Provide the details of at least two (2) managers (within the last five years) of employment for referee checks.

· Attach a written response to the targeted questions below of no more than 2 pages.

Targeted Questions

This role leads a team that is responsible for the development and delivery of national training and resources for state and territory regulatory authority authorised officers to deliver on their obligations under the National Quality Framework for children's education and care services.

1. How do your skills and experience position you well to lead the team in this work?

2. How will you contribute to ensuring that the integrity of the training provided and resources developed for regulatory authority authorised officers is maintained? All complete applications will be acknowledged.

All complete applications will be acknowledged.

More information

If you have any questions about the role or about the recruitment process please email the HR team at recruitment@acecqa.gov.au.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, 0282404247
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

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Vacancy VN-0763099

Australian Children's Education and Care Quality Authority

Closing Date:Wednesday 01 October 2025

Leadership, Quality and Regulatory Support
Regulatory Authority Support

Job Title	Senior Officer Regulatory Authority Support
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$103,179 - $122,039
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Work from home 1-4 days a week, hybrid arragement-Sydney office
Classification	
Position Number	499
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description *https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=499*

Senior Officer Regulatory Authority Support

· **Help children have the best start in life through high quality education & care.**

· **Improve outcomes for children and families in early education and care.**

· **Join an expert team working across governments at the national level.**

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· implement changes that benefit children birth to 13 years-of-age and their families

· monitor and promote the consistent application of the Education and Care Services National Law across all states and territories

· support the early childhood education and care sector to improve quality outcomes for children

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.

ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child Safe Organisations and actively promoting the safety and wellbeing of children.

Duties

The Role

The Senior Officer Regulatory Authority Support provides professional advice and technical expertise to enable quality programs, practices and policies in education and care services and support the sector and authorised officers (and other relevant regulatory authority staff) to implement the NQF.

This role is full time and fixed-term (12 months) at ACECQA Band 5 ($103,179- $122,039).

Eligibility

About You

To be successful in this role you will need:

· Demonstrated capabilities and experience in children's education and care service delivery, vocational education, management of regulatory/quality assurance functions, delivery of professional development programs and/or public sector management.

· Demonstrated experience in contributing to and progressing projects, including the ability to scope, plan, implement and report on projects.

· Demonstrated ability to research, analyse and develop clear, timely and accurate recommendations, briefs and reports.

· Proven ability to develop productive working relationships with external stakeholders and peak organisations.

· Highly developed communication and interpersonal skills, including a demonstrated ability to communicate effectively across audience and genres (including presentations, articles and resources) backed by high level written communication skills.

· Demonstrated ability to negotiate confidently with internal and external stakeholders.

While not essential, the following attributes will greatly assist you in the role:

· Knowledge and understanding of legislation, research, policies, practices, theories and trends relating to the children's education and care sector.

· Tertiary qualifications in a relevant discipline.

Notes

How to apply

The closing date for applications is **01 October 2025** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to Senior Officer Regulatory Authority Support vacancy and click **Apply for Job**. The application process will require you to:

· Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.

· Provide the details of at least two referees who have directly supervised you within the last five years of employment.

· Attach a written response to the targeted questions below of no more than 2 pages.

Targeted Questions

1. Please detail your working knowledge and experience of the National Quality Framework and in particular the Assessment and Rating process.

2. Please describe the strategies and methods you have used to ensure that resource content is tailored for and meets the needs of a specific audience.

All complete applications will be acknowledged.

More information

If you have any questions about the role or the recruitment process please email the HR team at recruitment@acecqa.gov.au.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, 0414665952
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=4

Vacancy VN-0762782

Australian Competition and Consumer Commission

Closing Date:Sunday 28 September 2025

Specialist Advice & Services
Data & Intelligence

Job Title	Senior Data Scientist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Hobart TAS, Adelaide SA, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	$99,562 - $111,590
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	Candidates will be required to work 2 days a week onsite
Classification	APS Level 6
Position Number	EA2025/171
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 apply your technical data skills to identity and assess competition and consumer issues?**

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

Senior Data Scientists at the ACCC play a pivotal role in applying advanced analytics and artificial intelligence to support investigations and improve ways of working. They are intellectually curious, thrive on solving novel problems, and focus on delivering insights that directly inform decision-making. These professionals often juggle multiple projects, collaborating with multi-disciplinary teams to translate complex business challenges into data-driven solutions.

You will:

- Collaborate with teams to define business problems and translate them into data questions.
- Clean, merge, and transform data from diverse sources; apply statistical, AI, and machine learning techniques to generate insights or build solutions.
- Create static and interactive visualisations tailored to different audiences; clearly communicate technical findings through reports, presentations, and discussions.
- Build strong relationships across the agency, mentor junior data professionals, and contribute to team-wide capability-building initiatives.

Eligibility

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

- Demonstrated experience leading a team or similar role in a fast-paced and large complex people-centred organisation.
- Proficiency in a broad range of data acquisition, processing, statistical, AI and machine learning techniques, including the ability to review the use of these techniques by others.
- Experience with one or more analytical programming languages (e.g., R, Python).
- Highly developed problem-solving skills. A well-developed ability to define business problems, and to derive accurate and relevant insights from a broad range of data to meet a wide variety of complex use cases.

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 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	Kim Becker, (08) 8456 3557
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0762868

Australian Competition and Consumer Commission

Closing Date:Sunday 28 September 2025

Network Regulation Division
Australian Energy Regulator

Job Title	Director - Regulatory Design
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$143,411 - $168,064
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 2
Position Number	EA2025/172
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 play a pivotal role in shaping Australia's energy future and transition by leading the AER's capability with respect to the development and design of monopoly network regulation.**

Then this is the place for you! At the AER, we work 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. 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. 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, this role can be performed at any of the AER offices located in Adelaide, Brisbane, Canberra, Melbourne, or Sydney 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

What you will do as the Director, Regulatory Design:

- Leading the design of energy regulatory frameworks, codes and guidelines that align with national objectives and market evolution.
- Providing expert advice to internal and external stakeholders on regulatory approaches, risks and policy implications.
- Collaborating with industry, governments and consumer bodies to develop and co-design robust, evidence-based regulations.
- Representing the interests of AER; building and managing stakeholder relationships with industry bodies, Government agencies (Commonwealth and State), consumer groups and internal stakeholders.
- Identifying, contributing and leading initiatives to improve AER workflows and processes.

Eligibility

About you

In order to succeed in the role, you will have to perform a range of duties not limited to:

- Providing expert advice to internal and external stakeholders on regulatory approaches, risks and policy implications.
- Leading the design of energy regulatory frameworks, codes and guidelines that align with national objectives and market evolution.
- Representing the interests of AER; building and managing stakeholder relationships with industry bodies, Government agencies (Commonwealth and State), consumer groups and internal stakeholders.
- Tertiary qualifications in economics, corporate finance, law, public policy, engineering or related fields or equivalent experience.

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

Notes

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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	David Stanford, 0492070086
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0762986

Australian Electoral Commission

Closing Date:Wednesday 01 October 2025

Enterprise Transformation Group
Chief Technology and Data Officer Branch Data Capability Exchange

Job Title	Director, Data Capability Exchange
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$139,681 - $164,008
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 supports flexible workplace arrangements as per operational requirements.
Classification	Executive Level 2
Position Number	2025-178 10269
Agency Website	https://www.aec.gov.au/

Job Description

https://candidate.aurion.cloud/aec/production/vacancies/2912550605940998~1/edit

The role sits in the Data Capability Exchange Section of the Chief Technology and Data Officer Branch in the CIO Division of the Enterprise Transformation Group.

The Data Capability Exchange Section is a collaborative and driven team of professionals, supporting and facilitating the management of AEC data assets throughout the data lifecycle. We also lead the Information and Data Management Strategy (IDMS), which aims to ensure AEC continues to deliver best practice in election management and become a modern data-driven agency by investing in our people, processes and technologies to make data use a cultural norm.

We do this through our key service offerings:

- **Data and AI Governanc**e - development and implementation of data and AI strategy, policies and governance
- **Data Analytics & Visualisations** - support and enable informed decision making through our tailored and personalised data insights and visualisation services.
- **Data Engineering** - managing and improving usability of AEC's data assets throughout the data lifecycle.
- **Geospatial Services** - support and facilitate use of geographic and location-based datasets to inform AEC operations

We actively engage with our business areas to support their business needs and improve the level of information management and data maturity across the AEC.

Duties

It is an exciting time as the team works closely with the Election Systems Modernisation program to define the landscape for the new AEC systems and processes. As part of the team, you will get to see tangible outcomes from your work: most notably in the delivery of electoral events and services.

As the Director of Data Capability Exchange, you will lead the team responsible for improving the AEC’s data capability and maturity levels, as well as participating in section and branch planning and aligning longer term planning with agency goals and objectives.

The Director is also responsible for managing the AEC’s data strategy, governance, quality and integration, ensuring the agency maintains a robust and sustainable platform to meet current and future needs in reporting and data analytics. You will also play a crucial role in shaping the broader data landscape, identifying and implementing improvements and uplifting data platforms, processes, and governance to elevate election forecasting, modelling, and reporting. You will lead and manage the Data Capability Exchange Section, building and sustaining a positive culture across the Team, Branch and Division focussed on collaboration, professionalism and delivery.

You will also be responsible to facilitate high quality outputs, including building team capability to maintain a high level of expertise, encouraging career development and inbuilt succession planning. This includes developing and actively manage key internal and external relationships, including collaborating with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation. In addition to representing and explaining agency views in various forums.

The Director is responsible for providing high quality and timely advice internally and externally, including guidance and reporting to Branch leadership and the Senior Executive cohort in relation to Section/Branch functional responsibilities. You will contribute to doctrine, election preparation and delivery activities in accordance with the Election Readiness Framework, according to individual accountabilities and responsibilities. Participate in open and flexible communication to support an agency culture that values data as a corporate asset and manage deliverables within budget and resourcing allocation.

To excel you'll have:

Mandatory

- Strong strategic leadership skills with the ability to lead and motivate people effectively through change to achieve strategic outcomes.
- Highly developed numerical and analytical skills with the ability to deliver continuous improvement in policies, processes, systems and reporting.
- Sound knowledge and experience in successfully managing and delivering results within tight time restraints and with competing priorities.
- Proven ability to communicate with influence, negotiate outcomes and manage complex stakeholder relationships, including across a geographically dispersed network.
- Deep understanding of, and experience in, applying the principles and practices of data management to develop systems and processes.

Desirable

- Degree and/or related certification.
- Demonstrated understanding of the concept-of, role and duties performed by a data steward within a Data Management Framework.

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

Please Note for Location: outposted may be considered to Melbourne or Brisbane.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Michael van Belkom or Toby Randell-Sly, 02 51372541 or 02 51276436
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/291255060594

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Vacancy VN-0762883

Australian National Maritime Museum

Closing Date:Sunday 28 September 2025

Audience, Development, Commercial and Operations
Commercial Operations

Job Title	Retail Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pyrmont NSW
Salary	$84,228 - $105,910
Future Merit Locations	Pyrmont
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5;APS Level 6
Position Number	0155
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-

Job Description

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

The Australian National Maritime Museum is seeking an experienced and efficient Retail Manager to join the Commercial Operations team in this full-time non-ongoing position for 12-months.

This position may be offered at either the APS5 or APS6 level, depending on the skills and experience of the successful candidate.

About the Australian National Maritime Museum

As one of Sydney's most visited museums, the Australian National Maritime Museum shares our national maritime story across Australia and the world, online, onsite and through research, presentations and travelling exhibitions, and provides must-visit museum experiences that delight and inspire.

We connect our visitors with the oceans and waterways that are the heartbeat of who we are. From deep time to modern Australian and beyond, we explore our past, our present and future as an island nation shaped by sea, offering a sustainable and cohesive vision for the future.

The Museum welcomes over 2.5 million local, interstate and international visitors annually, and is supported by a thriving and passionate staff, membership, volunteer and education base. Find out more at sea.museum.

Duties

About the Role

The Retail Manager supports the efficient and dynamic operation of the Museum's retail business across both onsite and online platforms, ensuring consistently high standards of customer service, merchandising, and commercial outcomes. Working under general direction and in close collaboration with the Head of Commercial, this role contributes to the strategic direction of the retail offer, aligning shop performance with the Museum's broader commercial objectives and visitor experience goals.

The Retail Manager manages day-to-day operations, including stock control and stocktake processes, strengthening supplier relationships, and compliance with financial and operational procedures. The role develops and implements creative merchandising displays and retail promotions, maximising opportunities linked to Museum exhibitions, collections, and seasonal programs to ensure the shop remains a dynamic, engaging, and profitable component of the visitor experience. A key focus of the role is motivating and leading the retail team to deliver outstanding sales results and exceptional customer service and experience. This includes implementing sales structures, providing coaching and performance feedback, and embedding a culture of service excellence that enhances the visitor journey.

The Retail Manager is also responsible for driving the continued expansion of the Museum's online store, leveraging the Shopify platform and omnichannel marketing opportunities to attract a global customer base. This involves identifying new product opportunities, optimising digital marketing strategies, and ensuring seamless integration between in-store and online experiences. Through strong leadership, innovative thinking, and a results-driven approach, the Retail Manager ensures the Museum Shop delivers strong financial performance, enhances the Museum's brand, and provides every visitor with a memorable retail experience.

Please note: This recruitment process is intended to fill both current and future vacancies. While the position on offer is non-ongoing, a merit pool of suitable applicants may be established to fill similar ongoing and non-ongoing positions within the next 18 months.

Key Accountabilities

Under limited direction, this position is responsible for delivering the following functions:

- Oversee the day-to-day operations of the Museum's retail and online store, ensuring high standards in sales, customer service, merchandise presentation, and financial procedures.
- Manage a broad range of customer enquiries and complaints with professionalism, tact, and diplomacy, ensuring a consistently positive visitor experience.
- Provide direction, training, and performance feedback to retail staff, building capability through coaching in sales techniques, customer service, product knowledge, and POS/SOP compliance.
- Develop and implement strategies to increase in-store and online sales, including digital promotions, bundling offers, and targeted customer engagement initiatives.
- Oversee inventory control, reorders, and product availability, ensuring bestsellers are maintained, slow-moving stock is effectively managed, and product development supports retail growth.
- Ensure accurate end-of-day cash handling, reconciliation of daily and weekly takings, and preparation of monthly financial and retail performance reports to support decision-making.
- Develop engaging displays and promotional initiatives that reflect the Museum's identity and enhance the visitor retail experience.
- Link retail offerings to the Museum's vision and operational plan, aligning retail activities with broader organisational goals and sustainability priorities.
- Identify and implement initiatives that improve retail operations, enhance efficiency, and support innovation, sustainability, and profitability.
- Manage performance in line with Museum policy, and ensure all retail operations comply with relevant standards, procedures, and frameworks.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated experience in delivering high-quality customer service and sales outcomes in a cultural, tourism, or retail environment, with proven success in enhancing visitor experience and driving retail performance.
2. Proven ability to lead, supervise, and develop a customer-facing sales team, including performance management, training, and motivating staff to achieve revenue and customer satisfaction KPIs.
3. Strong commercial and operational acumen, including experience in cash handling, reconciliation, stock management, and the use of computerised retail and POS systems to support efficient and compliant operations.
4. Highly developed communication, interpersonal, and stakeholder engagement skills, with the ability to represent the Museum professionally to visitors, contractors, and internal stakeholders, and resolve issues with tact and diplomacy.
5. Analytical and reporting capability, including proficiency in database management and MS Excel, with the ability to interpret financial and operational data, prepare reports, and provide insights to support strategic decision-making.

Qualifications and/or relevant experience required

Mandatory:

- Significant retail management experience with demonstrated success in a customer-facing environment.

- Knowledge of e-commerce platforms and digital retail marketing.
- Ability to work weekends and public holidays.

Desirable:

- Experience in the tourism, cultural and/or hospitality sector.
- Previous experience working within the public sector.
- Advanced Microsoft office, mainly excel and POS online platforms i.e. Shopify and various database skills.
- Knowledge and understanding of APS Values and Code of Conduct and commitment to workplace diversity and working in a team environment.

Eligibility

This position is open to all eligible members of the community, and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. To be an eligible member of the community, you must be an Australian citizen. Applications may be accepted from Australian permanent residents who are in the process of acquiring Australian citizenship.

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

Notes

Applications Close: 11:30pm AEST, Sunday 28 September 2025. No Applications will be accepted by mail or email.

When applying via our online e-recruitment system, please provide a written application addressing each Selection Criteria. Your current resume is also to be included in your application.

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

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

What We Offer You

Working at the Museum offers a stunning office location plus access to a range of benefits including:

- A competitive salary, plus 15.4% superannuation
- Generous leave and flexible working arrangements
- Great training and development opportunities
- Rewards and recognition initiatives
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- Wellbeing initiatives including free flu shots and reimbursement for optical
- Staff Regatta – Sailing on the Harbour.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the Australian National Maritime Museum

To Apply

Position Contact	Ruby Chronis, 02 9298 3765
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20peop

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Vacancy VN-0762935

Australian National Maritime Museum

Closing Date:Sunday 28 September 2025

Content and Storytelling
First Nations

Job Title	First Nations Programs Lead
Job Type	Full-Time, Non-Ongoing
Location	Pyrmont NSW
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 6
Position Number	0067
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-

Job Description

https://anmm.nga.net.au/?jati=8C7C7503-BC1C-C498-D975-E41E625BD387

The Australian National Maritime Museum is seeking an experienced and highly organised First Nations Programs Lead to join the First Nations team in this full-time, non-ongoing APS level 6 position with the possibility of ongoing.

About the Australian National Maritime Museum

As one of Sydney's most visited museums, the Australian National Maritime Museum shares our national maritime story across Australia and the world, online, onsite and through research, presentations and travelling exhibitions, and provides must-visit museum experiences that delight and inspire.

We connect our visitors with the oceans and waterways that are the heartbeat of who we are. From deep time to modern Australian and beyond, we explore our past, our present and future as an island nation shaped by sea, offering a sustainable and cohesive vision for the future.

The Museum welcomes over 2.5 million local, interstate and international visitors annually, and is supported by a thriving and passionate staff, membership, volunteer and education base. Find out more at https://sea.museum.

Duties

The Role

The First Nations Programs Lead is responsible for coordinating the effective planning, programming and delivery of exhibitions, public programs and site activations as well as digital and social media outputs. The role will work with key internal and external stakeholders to ensure all aspects of programs and site activations are well managed, milestones are met, risks are identified and managed, and key deliverables are achieved. This position will support the operation of the Museum's Indigenous initiatives and engage with Aboriginal and Torres Strait Islander groups and communities across Australia to deliver Indigenous-specific projects, programs and exhibitions. Based within the Knowledge team, this role includes liaison and collaboration with all sections to embed Indigenous knowledges and cultural perspectives across

the Museum.

This position is an Aboriginal and/or Torres Strait people identified position. This is only open to Aboriginal

and/or Torres Strait people under Clause 26 of the Public Service Commissioner’s Direction 2016 and consistent with the Racial Discrimination Act 1975.

Key Accountabilities

Under limited direction, this position is responsible for delivering the following functions:

• Ensure all aspects of First Nations programs, exhibitions and site activations are well managed, milestones are met, risks are identified and managed, and key deliverables are achieved.

• Assist in delivering the Museum's outreach, collection, documentation, interpretation and exhibition activities involving Aboriginal and Torres Strait Islander experiences, knowledges and cultural expressions.

• Support the Head, Indigenous Programs in liaising and collaborating with other First Nations peoples

internationally, in support of the Museum's projects and programs.

• Positively collaborate across the Museum to ensure that Aboriginal and Torres Strait Islander cultural

perspectives and knowledges are incorporated into all of the Museum's internal and external activities.

• Represent the Museum in public forums, media opportunities, conferences, cultural institutions networks and Indigenous communities.

Eligibility

Key Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated understanding of Aboriginal and Torres Strait Islander experiences and cultures, including

historical and current-day issues.

2. Proven experience in meeting project deadlines, operating within budget constraints and working across

multiple diverse projects simultaneously.

3. Effective project management skills including budget development, scheduling, monitoring and evaluation of projects.

4. Demonstrated knowledge of best practice relating to Indigenous engagement in the galleries, libraries, archives and museums sector.

5. Public engagement skills and experience in media, conferences, presentations and/or digital outreach.

Qualifications and/or relevant experience required:

Desirable:

• Undergraduate qualifications in anthropology, archaeology, Aboriginal studies or museum and heritage studies, and/or relevant experience in museums, the cultural sector or the university system.

• An existing network of connections with Aboriginal and Torres Strait Islander communities.

• Prior involvement in the Reconciliation Action Plan process.

• Familiarity with project management systems.

Notes

Applications Close: 11:30pm AEST, Sunday 28 September 2025. No Applications will be accepted by mail or email.

When applying via our online e-recruitment system, please provide a written application addressing each Selection Criteria. Your current resume is also to be included in your application. In addition to an application and your resume, the assessment process for this position may also include an interview and referee reports.

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

What We Offer You

Working at the Museum offers a stunning office location plus access to a range of benefits including:

• A competitive salary, plus 15.4% superannuation

• Generous leave and flexible working arrangements

• Great training and development opportunities

• Rewards and recognition initiatives

• Our Employee Assistance Program (EAP – a free counselling service for you and your family).

• Wellbeing initiatives including free flu shots and reimbursement for optical

• Staff Regatta – Sailing on the Harbour

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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

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

About the Australian National Maritime Museum

To Apply

Position Contact	William Bassil, 02 8241 8342
Agency Recruitment Site	https://anmm.nga.net.au/?jati=8C7C7503-BC1C-C498-D975-E41E625BD

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Vacancy VN-0762908

Australian Signals Directorate

Closing Date:Sunday 05 October 2025

Expeditionary and Transnational Intelligence

Job Title	ASD EL1 Technical Lead and ASD EL1 Signals Analyst Intelligence Manager - Joint Defence Facility Pine Gap (JDFPG)
Job Type	Full-Time, Ongoing
Location	Alice Springs NT
Salary	$126,857 - $143,093
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	Executive Level 1
Position Number	ASD/07514/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

Technical Intelligence Branch within the Australian Signals Directorate (ASD) leads engagement in support of ASD's Assistant Director-General Technical Intelligence (ADGTI). The branch works across multiple ASD teams and plays a crucial role in supporting technical programs, and developing and maintaining relationships at the Joint Defence Facility Pine Gap (JDFPG) and various US counterpart Intelligence Communities.

JDFPG is a central element of Australia's national security and intelligence relationship with the United States and makes a vital contribution to the national security interests of both countries. The joint environment at JDFPG supports a partnership that is crucial for high-end intelligence collaboration, fostering innovation and developing advanced capabilities to address emerging global security threats.

About the Role

ASD EL1 Technical Lead – JDFPG Lab

You will be responsible for advice and leadership across a range of innovative capability development activities in partnership with multiple Australian and US agencies in the JDFPG

research and development lab based in Alice Springs. The JDFPG Lab is the innovation engine at JDFPG, which designs, develops, tests and deploys analytical and processing solutions in direct support to ASD and partner customer's signals intelligence activities.

Key duties include:

- Represent ASD in the JDFPG Lab while leading a team of analysts and developers.
- Lead and be accountable for the delivery of technical projects alongside a team of engineering, analyst, software and processing developer subject matter experts.
- Support Technical Intelligence Branch in the development and execution of technical activities and initiatives, including those in REDSPICE.
- Strengthen relationships across ASD, JDFPG and with multinational partners.

Note: This is a Monday to Friday day position (not shift work).

ASD EL1 Signals Analyst Intelligence Manager

You will be responsible for advice and leadership across a range of intelligence activities in partnership with multiple Australian and US agencies on the JDFPG Operations floor based in Alice Springs. The JDFPG Operations Floor is a dynamic and highly collaborative environment that brings together diverse skills and technical experiences to achieve mission outcomes.

Key duties include:

- Represent ASD on the JDFPG Operations Floor while overseeing activities including the acquisition, processing and analysis of complex data and technical data sets.
- Direct teams and delegate work to appropriate sub-units within the mission, ensuring priorities and timelines are met.
- Define prioritise and direct internal initiatives related to analysis and development, manage risk expectations for workload and skillsets.
- Act as a technical advisor, including understanding stakeholder needs and contributing to the development of these relationships through providing advice on tradecraft, technical knowledge, policy and legislative requirements and capability development.
- Collaborate with external stakeholders for the dynamic utilisation of multiagency resources to ensure priorities are reasonable and resources sufficient to support mission outcomes.
- Collate customer requirements to ensure understanding across the mission environment and apply judgement in choosing a course of action to manage complex intelligence, or dissemination issues.
- Engage with internal and external networks to exchange views, seek advice and ensure positive outcomes.
- Represent and explain the views of the agency, and the Operations Floor in the context of more complex issues or in a specialist capacity, at cross-agency meetings and other forums.
- Contribute to complex problem solving, issues management or sensitive projects or work programs and/or outcomes that have strategic, capability and/or operational significance.

- Recommend strategic directions for your area of responsibility and consider wider agency implications and strategic context when making decisions in accordance with current legislation and multi-agency policies.
- Develop, document and maintain mission strategies, concept of operations, standard operating procedures, senior briefing and training packages
- Support Technical Intelligence Branch in the development and execution of technical activities and initiatives, including those in REDSPICE.
- Strengthen relationships across ASD, JDFPG and with multinational partners.

Note: This is a Monday to Friday day position (not shift work).

Further Information can be found at: I'm changing my career | Australian Signals Directorate

Duties

Our Ideal Candidates can have industry experience, formal training or a particular expertise suited to the position, including:

- Demonstrate experience in signals intelligence and an ability to learn and integrate new concepts and information rapidly. Experience in space domain and/or signals intelligence is desirable, but not mandatory.
- Demonstrate technical leadership experience and an ability to engage with highly technical concepts, specifically radio frequency concepts.
- Achieve results, with an emphasis on marshalling professional expertise and delivering on promised outcomes.
- Cultivate highly productive working relationships, with an emphasis on facilitating cooperation and partnerships.
- Communicate with influence, with an emphasis on negotiating persuasively and writing/briefing clearly.
- Exemplify personal drive and integrity.

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.

Eligibility

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

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

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

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

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

Notes

Mandatory Qualifications / Experience

ASD EL1 Technical Lead – JDFPG Lab

- Experience of working on high level strategic planning combined with the ability to execute highly developed interpersonal skills
- Proven ability to work in and manage multidisciplinary teams.
- Experience in signals intelligence and working in highly technical teams
- Demonstrated experience in delivering complex systems of projects within a classified environment would be well regarded.

ASD EL1 Signals Analyst Intelligence Manager

- Proven ability to work in and manage multidisciplinary teams.
- Experience in signals intelligence and working in highly technical teams.

The preferred candidate must hold and maintain a Top Secret Positive Vetting security clearance.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0763020

Australian Signals Directorate

Closing Date:Sunday 12 October 2025

Capability & Transformation

Job Title	ASD 4, 5 & 6 ICT Customer Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Perth WA
Salary	$83,489 - $116,169
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;APS Level 5;APS Level 6
Position Number	ASD/07710/25
Agency Website	https://www.asd.gov.au/careers

Job Description

http://www.asd.gov.au/careers

About the Team

The ASD Service Hub provides the first point of contact for support to ASD's Corporate and IT services, enabling ASD's missions and capabilities. With multiple positions to fill, you will be working in a high-performing, dynamic environment with a focus on providing support to users, triaging and escalating their requests to relevant support areas.

Working within the Service Hub provides you with a unique advantage of gaining an understanding of the full facet of ASD's functions and capabilities and will help shape the direction of your career within ASD.

About the Role

Our ICT Customer Support Officers will demonstrate excellent communication skills and the ability to build rapport with a confident and approachable manner. You will be provided on the job training, as well as upskilling training opportunities.

Your administrative and organisational skills, along with your attention to detail will ensure the Service Hub meets its Key Performance Indicators and Business requirements.

ASD 4 ICT Customer Support Officer

- Respond to common ICT support requests through our ticketing tool and phone system by providing information to enable resolution and promptly refer unresolved calls as appropriate.
- Accountable to assist in investigation and resolution of ICT issues relating to application and network problems.
- Acquire and apply knowledge of the current business practices used within ASD for preparing reports and advisory notices.
- Build and sustain effective working relationships with team members and actively participate in team work and group activities.
- Listen and take note to internal and external stakeholder's needs and expectations.

ASD 5 ICT Customer Support Officer

- Respond to ICT support requests through our ticketing tool and phone system providing information to enable problem resolution and promptly refer unresolved calls as appropriate.

- Accountable to ensure that documentation is available and in an appropriate format for those providing or receiving support.
- Understand and apply knowledge to general features and capabilities of ASD and current industry accepted hardware and software products.
- Build and sustain effective working relationships with team members and actively participate in team work and group activities.
- Tailor personal communication strengths and select appropriate mediums for conveying information and negotiating through situations.
- Resolve problems using expertise in analysis, diagnosis and evaluation, taking the initiative to identify alternative course of action.
- Communicate service and degradation issues to customers applying a range of customer service skills.
- Accountable to allocate work, resources and tasks, set work priorities, develop strategies and evaluate business outcomes.

ASD 6 ICT Customer Support Officer

- Assist leading a team, allocate work, resources and tasks and set work area priorities, develop strategies and evaluate business outcomes.
- Respond to ICT support requests through our ticketing tool and phone system providing information to enable problem resolution and promptly refer to unresolved calls as appropriate.
- Accountable for accurate completion of work within timeframes, share own expertise with others and guide and mentor less experienced employees.
- Accountable for reporting, analysis and liaison to support and implement continuous improvement activities.
- Accountable for preparing clear work plans, strategies and team goals and identify broader influences that may impact on the team's work objectives.
- Communicate and implement service delivery procedures to achieve business outcomes.
- Review and recommend continuous improvement strategies to ensure service delivery is optimised.
- Work collaboratively with internal and external stakeholders to meet customer needs and expectations.
- Analyse service delivery practices in order to produce operational processes and procedures.

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

Duties

The Service Hub plays a fundamental role in supporting user access to our ICT systems. We are looking for individuals from a range of backgrounds and levels of skill who encompass a variety of the below attributes:

ASD 4 ICT Customer Support Officer

- Excellent communication and interpersonal skills.
- Have the ability to understand and navigate routine to complex incidents and requests over the phone and in person.
- Detail orientated.
- Ability to work effectively within a team environment.
- Willingness to learn new skills and stay updated with ICT trends.

ASD 5 ICT Customer Support Officer

- Ability to diagnose and resolve complex technical issues over the phone and in person.
- Ability to mentor junior staff.
- Exceptional communication and interpersonal skills.
- Detail orientated.
- Incident response and triage.
- Ability to work effectively within a team environment.
- Commitment to continuous improvement and staying updated with ICT trends.

ASD 6 ICT Customer Support Officer

- Proficiency in diagnosing and resolving highly complex technical issues over the phone and in person.
- Strong leadership skills to guide and mentor junior staff.
- Ability to develop and implement long-term solutions and improvements.
- Exceptional communication and interpersonal skills.
- Detail orientated.
- Incident response and triage.
- Proven ability to handle high-pressure situations and deliver excellent customer service.
- Ability to work effectively within a team environment.
- Commitment to continuous learning and staying updated with ICT trends.

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.

Eligibility

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

Currently hold, or ability to acquire ITIL4 Foundation Certificate in IT Service Management.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0763069

Australian Signals Directorate

Closing Date:Sunday 12 October 2025

Capability & Transformation

Job Title	ASD EL1 ICT Service Hub Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$126,857 - $143,093
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
Position Number	ASD/07711/25
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

The Service Hub provides the first point of contact for ASD ICT support. This includes providing ICT support to a geographically dispersed workforce over the phone, face-to-face and through logged jobs in our service management tool.

The team is located across the country and works in sync, distributing work between locations and providing back-up for peak and seasonal surges.

Working within the Service Hub provides you with a unique advantage of gaining an understanding of the full facet of ASD's functions and capabilities and will help shape the direction of your career within ASD.

About the Role

The ICT Service Hub Manger is accountable under broad direction to perform and achieve complex helpdesk, incident management, communications and applications support work within an integrated workforce. This work will be conducted for both ASD high-side systems and low-side systems. As a result, the ICT Service Hub Manager will need to hold a TSPV and operate within an ASD facility. They will be required to gain an in-depth knowledge of and compliance with ASD legislative frameworks.

The ICT Service Hub Manager will exercise a considerable degree of independence and perform a subject matter expert role. They will have in-depth knowledge of the ICT service support/service desk function and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their work within that function.

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

The ICT Service Hub Manger will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

- Accountable for ensuring that all requests for support, either phone calls, walk-ups or self-service tickets are managed according to set standards and procedures. In particular:
    - Acting as a first point of contact for users.
    - Identifying and diagnosing issues and problems.
    - Categorising and recording queries.
    - Providing solutions to issues.
    - Advising users on the appropriate course of action.
    - Monitoring issues from start to resolution.
    - Escalating unresolved problems to a higher level of support, if needed.
    - Providing essential online security advice and support.
    - Logging issues and resolutions, tracking trends, and sharing insights with relevant stakeholders.

- Training and developing staff to be able to deliver high side accounts to stakeholders in a timely manner.

- Accountable for managing allocated resources, setting work priorities, managing workflows, developing strategies and evaluating business outcomes to support the Service Hub.

- Accountable for managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.

- Accountable for accurate completion of work within timeframes and quality requirements, provide knowledge sharing/exchange and expertise with others and guide and mentor less experienced employees.

- Build and sustain relationships and liaise with a range of stakeholders including other teams, peers and colleagues across Capability & Transformation Group and other organisations as required.

- Manage and maintain communication channels such as web pages and similar ensuring they are current and fit-for-purpose. In addition, the management of an IVR system once established.

- Accountable to control IT assets and ensure that administration of the acquisition, storage, distribution, movement and disposal of assets is carried out.

- Manage, maintain and continuously improve the existing Data Dissemination and Data transfer process by ensuring policy, data privacy and security, coordinating data transfer processes, and collaborating with stakeholders.

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

Duties

The Service Hub plays a fundamental role in supporting users of ICT and are looking for individuals from a range of backgrounds who encompass the below attributes:

- Proficiency in diagnosing and resolving technical issues over the phone and in person.

- Strong leadership skills to guide and mentor junior staff.
- Ability to develop and implement long-term solutions and improvements.
- Exceptional communication and interpersonal skills.
- Detail orientated.
- Proven ability to handle high-pressure situations and deliver excellent customer service.
- Ability to work effectively within a team environment.
- Commitment to continuous learning and staying updated with ICT trends.

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.

Eligibility

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

Currently hold, or ability to acquire ITIL4 Foundation Certificate in IT Service Management.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0762928

Australian Submarine Agency

Closing Date:Thursday 25 September 2025

Job Title	Head of Division - Workforce, Industry and Supply Chain
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	Senior Executive Service Band 2
Position Number	ASA/07026/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=AFD4BD4A-BF99-AAE2-2EB6-E41E25BDAD72

Duties

Introduction

Australia's acquisition of conventionally-armed, nuclear-powered submarines is historic and transformational. The Optimal Pathway announced on 14 March 2023, will deliver Australia a world-class capability that will see our nation become one of only seven countries that operate nuclear-powered submarines. This game changing capability will enhance Australia's capacity to deter conflict and support security, peace and economic prosperity in the Indo-Pacific.

This significant undertaking presents an exciting opportunity for dedicated, committed and aspirational leaders to lead, develop and shape the Australian Nuclear Submarine Program.

Your Role

The Agency is seeking a dynamic and experienced senior executive to lead one of its most critical delivery areas as we work to produce complex nuclear-powered systems and supporting infrastructure.

As a senior executive within the ASA, you will provide strategic leadership and executive oversight of workforce and industry programs and supply chains. You will be accountable for developing frameworks to define the functionality of these programs, ensuring they are operationally effective, safe, compliant with international and domestic obligations, and aligned with strategic Defence and Government priorities.

Reporting directly to the Program Executive, this is a role of national significance that requires strong executive judgement, stakeholder leadership, and a deep understanding of Industry and workforce delivery.

Eligibility
Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the 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	Lionel Riley - Beaumont & Beaumont, 02 6216 4500 - Quote ref 11515
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AFD4BD4A-BF99-AAE2-2EB6-E

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Vacancy VN-0762943

Australian Submarine Agency

Closing Date:Monday 06 October 2025

Australian Submarine Agency
Chief Operating Officer

Job Title	Administration Officer - Multiple Roles
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	APS Level 6
Position Number	ASA/07574/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=7764A455-5B9A-2E3D-376C-E43391EAEB14

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.

We are seeking a highly motivated individuals to fill the multiple APS6 positions in the Government and Public Relations Branch in Chief Operating Officer Division of ASA.

In these roles you will exercise a considerable degree of independence and perform a leadership role. You will build strong relationships with stakeholders across the NPS Enterprise, the Defence Portfolio and the whole of Government. You will work productively and collegiately in a multidisciplinary environment, manage competing and time critical priorities, and provide detailed and sound strategic guidance to various stakeholders about complex matters. Your work will promote and support the strategic objectives of the ASA.

The duties of an APS 6 Administration Officer may include a combination of the following:

- Preparing, coordinating, and reviewing documentation for, but not limited to visits, freedom of information requests, ministerial, parliamentary, cabinet, and committee processes.
- Drafting and managing ministerial correspondence and briefing materials, ensuring accuracy, timeliness, and alignment with government priorities.
- Supporting the delivery of information requests in accordance with legislative requirements and agency procedures.
- Assisting with the planning and coordination of official visits and protocol activities, including domestic visit liaison and stakeholder engagement.
- Facilitating effective interdepartmental and interportfolio communication, contributing to whole-of-government coordination and collaboration.
- Providing support and training in systems such as PDMS, and contributing to continuous improvement in workflow and document management.
- Maintaining internal communication tools and engagement records.
- Applying quality assurance processes to ensure outputs meet required standards and comply with relevant legislation, policy, and procedural frameworks.
- Building and sustaining productive relationships with internal and external stakeholders to support ministerial and parliamentary outcomes.
- Tailoring communication and advice to suit diverse audiences and levels of expertise.
- Managing competing priorities and contributing to team planning, including setting goals, tracking progress, and delivering outcomes within required timeframes.
- Demonstrating initiative and sound judgment in resolving issues, identifying risks, and recommending solutions.

Please note: This role is located in Canberra, ACT

About our Team

As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities.

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

While we do offer flexible working arrangements, this position is based in Canberra and the successful applicant will be required to be located in Canberra or close surrounds.

Our Ideal Candidate

We are a dynamic organization seeking employees who are agile, innovative and energised by high-paced work. Our ideal candidates are proactive and accountable leaders, committed to maintaining the highest standards of professionalism in all aspects of their work. They have proven experience in managing teams and resources efficiently, ensuring tasks and projects are delivered on time and to a high standard. They will bring the following attributes and skills to the role:

- Possess excellent communication and interpersonal skills
- Have strong stakeholder engagement skills and a demonstrated ability to work collaboratively with a range of people, including at an internal and external senior executive level
- Ability to operate independently under broad direction to perform and achieve complex work.
- Adaptability, resilience and flexibility in the face of changing and competing priorities, being able to set priorities and ensure the outputs for the work area.
- Exercise sound judgement, discretion, and integrity including the ability to maintain confidentiality and privacy
- Have attention to detail, with the ability to take responsibility for own actions and accurate completion of work.

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 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=7764A455-5B9A-2E3D-376C-E4

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Vacancy VN-0762766

Cancer Australia

Closing Date:Monday 29 September 2025

Evidence, Priority Initiatives and Communications Health Promotion and Communication

Job Title	Program Officer, Communications
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Surry Hills NSW
Salary	$87,213 - $92,051
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 work is a flexible working arrangement where an employee may be able to work partly in the physical office and partly remotely.
Classification	APS Level 5
Position Number	CA2526-004
Agency Website	

Job Description

https://canceraustralia.gov.au/about-us/employment-opportunities

One Program Officer position is available in the Health Promotion and Communications section. This section is responsible for developing and implementing multi-channel communication strategies that increase the reach of Cancer Australia's evidence-based cancer messages and information, and support Cancer Australia to meet its strategic and business objectives.

Duties

In this role, the successful candidate will:

- Provide coordination and administrative support for communication initiatives, including announcements, releases, promotional and awareness campaigns and launches.
- Provide administrative and procurement support in compliance with legislation and government policy.
- Compile and coordinate stories for the completion and dissemination of Cancer Australia's Cancer Connect e-newsletter.
- Contribute to the drafting of communication materials.
- Provide media monitoring and other activities as required.
- Update website and intranet content under supervision.
- Post approved content on, and monitor, Cancer Australia's social media channels.
- Coordinate Section input to reports and other corporate documents.
- Track section expenditure and assist the Director, Health Promotion and Communication with expense reconciliations.
- Monitor and manage an external-facing mailbox, including coordination of external enquiries and intellectual property requests.
- Display and promote ethical behaviour in accordance with the APS Code of Conduct, APS values and APS Employment Principles.

Eligibility

- Must be an Australian Citizen.
- The successful candidate will be required to undergo pre-employment checks and may be required to obtain/maintain a Baseline security clearance (minimum requirement depending on 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 agency.

About the Cancer Australia

To Apply

Position Contact	HR Team, recruitment@canceraustralia.gov.au
Agency Recruitment Site	https://canceraustralia.gov.au/about-us/employment-opportunities

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Vacancy VN-0762770

Cancer Australia

Closing Date:Sunday 28 September 2025

Corporate Operations Governance and Reporting

Job Title	Assistant Director, Governance and Reporting
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW, Canberra ACT
Salary	$118,230 - $134,845
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 work is a flexible working arrangement where an employee may be able to work partly in the physical office and partly remotely.
Classification	Executive Level 1
Position Number	CA2526-005
Agency Website	

Job Description

https://canceraustralia.gov.au/about-us/employment-opportunities

The Assistant Director, Governance and Reporting lead a small, dedicated team in planning, coordinating and delivering key outcomes for the agency. This includes the coordination of parliamentary services for the agency, strategic management of the agency's business planning processes, preparation of corporate documents, and liaison with the Department & Minister's Office.

Duties

The Assistant Director, Governance and Reporting will be responsible for undertaking the following duties:

- Manage Cancer Australia's business planning processes
- Manage secretariat support to Cancer Australia's Advisory Council and other key advisory groups
- Manage Cancer Australia's reporting responsibilities under the PGPA Act, including preparation of Portfolio Budget Statements, Corporate Plan and Annual Report, and the ongoing monitoring of deliverables and performance

- Manage input/responses to parliamentary requests, including Question Time Briefs, Questions on Notice, Ministerial correspondence and Senate Estimates briefing papers
- Oversee Ministerial briefings
- Liaise with key contacts in relevant Departmental and Ministerial offices
- Manage other tasks as required, such as procurement support and advice and Freedom of Information requests.

Eligibility

- Must be an Australian Citizen.
- The successful candidate will be required to undergo pre-employment checks and may be required to obtain/maintain a Baseline security clearance (minimum requirement depending on 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 agency.

About the Cancer Australia

To Apply

Position Contact	HR Team, recruitment@canceraustralia.gov.au
Agency Recruitment Site	https://canceraustralia.gov.au/about-us/employment-opportunities

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Vacancy VN-0762905

Defence Housing Australia

Closing Date:Monday 29 September 2025

Finance & Corporate Support
Enabling Services Financial Accounting

Job Title	Finance Officer
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT
Salary	$92,155 - $100,140
Future Merit Locations	Gungahlin
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 5
Position Number	493733
Agency Website	https://www.dha.gov.au/

Job Description

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

Join our Finance team as a Finance Officer and ensure our financial integrity. You'll maintain DHA's general ledger, ensure compliance with reporting standards, and assist with reconciliations and variance analysis. If you're detail-oriented and passionate about financial accuracy, we want you on our team!

Apply now and enjoy a rewarding career at DHA!

About us

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

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

services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

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

Duties

About your team

Finance and Corporate Support, as part of the Enabling Services Group, is responsible for ensuring the financial sustainability of DHA, by supporting effective decision making, resource allocation and policy compliance for both internal and external stakeholders. Finance and Corporate Support is committed to providing the whole organisation with accurate and reliable financial information and prides itself with supporting the broader organisation with achieving strategic goals in line with these functions.

The area is responsible for the delivery of fiscal management services across the organisation. Key responsibilities of the group include taxation, commercial finance, corporate accounting, capital planning, valuations, investment management, risk management, corporate support, and treasury.

About the role

As a member of the Finance Financial Reporting and Compliance team, you will provide critical support in financial reporting and compliance. You will be responsible for assisting the team to ensure compliance with government financial reporting requirements and Australian Accounting Standards. As a member of the team, you will be involved in the maintenance of DHA’s general ledger within TechnologyOne Finance System. You will be responsible for accurate recording and reporting to ensure that all financial reporting deadlines are met. Your responsibilities will also include assisting with monthly and annual reconciliations of general ledger accounts, analysing variances and making recommendations as to action required.

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 be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our online careers site 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 2025.

Any questions? Please contact Lorella Kaufhold - Assistant Director Financial Reporting & Compliance

Lorella.Kaufhold@dha.gov.au / 02 6217 8534

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 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	Lorella Kaufhold, 02 6217 8534
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0762902

Department of Finance

Closing Date:Monday 29 September 2025

Ministerial and Parliamentary Services
COMCAR and Programs Service Delivery

Job Title	State Depot Supervisor SA & NT
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$89,098 - $99,973
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	Adelaide based
Classification	APS Level 5
Position Number	2025/130
Agency Website	www.finance.gov.au

Job Description

https://financejobs.nga.net.au/cp/index.cfm?event=jobs.checkJobDetailsNewApplication&returnToEvent=jobs.listJc

ABOUT THE BRANCH

COMCAR provides high quality secure and confidential car-with-driver and other ground transport services to the Governor-General and, Prime Minister (both current and former), parliamentarians, members of the Federal Judiciary and other high office holders.

COMCAR also provides ground transport and associated support services to visiting Guests of Government such as Royalty, Heads of State, Heads of Government, and other foreign dignitaries. COMCAR frequently delivers services during major international events, such as the ASEAN Special Summit, Group of Twenty meetings (G20), the Commonwealth Heads of Government Meeting (CHOGM) and other Ministerial forums hosted in Australia. COMCAR has a national presence, with drivers located in each state and territory. COMCAR operates 24 hours a day, 7 days a week.

Duties

THE OPPORTUNITY

As a member of the COMCAR Team, you will be responsible for providing support to deliver COMCAR services.

Core duties include:

- Leading and managing the day-to-day operations of the COMCAR SA and NT teams, ensuring the delivery of high quality and timely car-with-driver services to clients.
- Supervising and supporting driving staff in an operational environment.
- Providing administrative support for the depot including payroll systems, timesheet management and data analysis and ensure compliance to our enterprise agreement.
- Manage leave requests while balancing workforce management requirements to ensure we can meet the needs of our clients.
- Foster a productive working relationship with key internal and external stakeholders.
- Managing a vehicle fleet in an efficient, effective, and environmentally sustainable manner.
- Supporting COMCAR’s Visit Team with delivery of the Guest of Government visit program, ensuring a high level of service delivery, observing strict security and confidentiality protocols.
- Coach, mentor and conduct performance conversations with driving workforce.
- Support and co-ordinate recruitment and onboarding activities ensuring appropriate staffing levels are achieved.
- Facilitate Driver Induction and refresher training.
- Support service delivery by capably representing COMCAR and the Department of Finance in an official capacity, presenting with credibility, tailoring your communication to the audience.

Note: This role involves intermittent after-hours commitments and applicants must be able to meet the flexible requirements of the position which may include occasional interstate travel or out of core hours work.

This is an operational role, and candidates are required to work from the SA Depot. Flexible working arrangements may be considered in line with the Departmental guidelines but would need to meet operational requirements of the role.

Applicable allowances, flex time and overtime are payable for additional duties outside of regular hours of work, in line with the Department of Finance Enterprise Agreement 2024-2027.

DETAILED VACANCY INFORMATION

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

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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 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	Luke Gonzalez, 02 6215 1875
Agency Recruitment Site	https://financejobs.nga.net.au/cp/index.cfm?event=jobs.checkJobDetailsN

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Vacancy VN-0762904

Department of Finance

Closing Date:Monday 29 September 2025

Corporate
Human Resources (BES/CD) PCELPD&I

Job Title	Entry Level Program Manager/Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$89,098 - $119,634
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	Canberra based
Classification	APS Level 5;APS Level 6
Position Number	2025/138
Agency Website	www.finance.gov.au

Job Description

https://financejobs.nga.net.au/cp/index.cfm?event=jobs.checkJobDetailsNewApplication&returnToEvent=jobs.listJo

ABOUT THE BRANCH

The Human Resource (HR) Branch manages and consults on HR policies, provides advice and services related to employee conduct, payroll services and remuneration, work health and safety, workers compensation, recruitment and mobility, workforce planning and capability development, and performance management. The Branch also contributes to strategies to enhance organisational culture, diversity and leadership.

The People Capability, Entry Level Programs and Diversity section is responsible for the management and delivery of:

- People Capability
- Entry Level Programs
- Culture & Diversity

These key deliverables are currently being managed across three teams within the section, with collaboration and all teams working closely to deliver our shared goals.

Duties

THE OPPORTUNITY

It is an exciting time to be in Entry Level Programs in Finance. Our team is growing, and we are looking for an innovative entry level programs officer at the APS5 classification, and a program manager at the APS6 classification, within the Entry Level Programs (ELP) team.

The ELP team work closely with hiring managers, supervisors and colleagues across Corporate Services teams, including Security, ICT and Payroll (Service Delivery Office) to ensure the needs of our clients are met.

The team has responsibility for the whole of Australian Government recruitment processes for the Australian Government Graduate Program (AGGP) – Accounting and Financial Management Stream and Australian Government Career Starter Program, so you will often interact with our partner Agencies and ELP cohorts.

We are looking for a collaborative communicator that are client focused, passionate about innovation and brings a positive can-do attitude and approach to fit the great culture of this small and busy team. As we are a client focused area, we are looking for someone who can move between often competing priorities, with strong organisational skills and a strong attention to detail to ensure we continue providing an exceptional service to our clients and pastoral care to our ELP cohorts.

We want to hear from you if you have experience operating in a recruitment/entry level programs environment or in a fast-paced administrative environment, possess stakeholder management skills and are highly organised!

We are seeking someone who is excited by the opportunity to:

- Think outside the box by actively looking for efficiencies and opportunities to improve how we operate.
- Contribute to the development of our entry level cohorts.
- Build great relationships with our client base across all levels.
- Contribute to our positive team culture.

DETAILED VACANCY INFORMATION

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

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

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

This role is being advertised as both ongoing and non-ongoing. Roles may be offered as either ongoing or non-ongoing 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. Specified term vacancies may be extended up to a maximum period of 18 months.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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 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	Tahlia Marmont, 02 6215 3670
Agency Recruitment Site	https://financejobs.nga.net.au/cp/index.cfm?event=jobs.checkJobDetailsN

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Vacancy VN-0761527

Department of Home Affairs

Closing Date:Thursday 17 September 2026

North
Operations QLD Operations & Planning Qld

Job Title	Temporary Employment Register - Casual Assistant Border Force Officer
Job Type	Casual, Non-Ongoing
Location	Various locations - QLD QLD
Salary	$59,520 - $66,115
Future Merit Locations	Various locations - QLD
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 2
Position Number	138564
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/138564/

Overview of the Australian Border Force (ABF):

We are Australia's frontline border law enforcement agency and customs service. We are an operationally independent body within the Home Affairs Portfolio. Our mission is to protect Australia's border and enable legitimate travel and trade.

Our vision is to be a global leader in border law enforcement and trusted partner that helps build a safe, secure and prosperous Australia.

The ABF is responsible for:

All operational border related activities, including the management of travellers, goods, cargo and onshore compliance, detention and removal operations

The end-to-end management of the immigration detention network, ensuring the security, safety and welfare of detainees in immigration detention facilities and safeguarding non-citizen minors in migration programs

Policy and regulatory frameworks to facilitate the movement of travellers and goods across our borders, supporting Australia's economy and security.

About the role:

Irregular and Intermittent Employees (IIEs) are casual employees contracted to the ABF at the APS2 classification to assist frontline operational teams to meet peaks associated with the movement of people and goods across the border. IIEs are predominantly required to work at international airports and cruise ship terminals to supplement existing teams during periods of increased departures and arrivals. They are also utilised to work across a wide range of ABF domains including airports, seaports, mail centres, cargo facilities, district offices, and Immigration Detention Facilities. Tasks include processing passengers and crew, data entry, claim processing, evidence storage and handling and administrative support.

These roles are frontline roles which require officers to wear the ABF uniform and represent the ABF professionally in the public domain. Officers undertake administrative and operational support duties, as well as passenger processing. Officers must be capable of interacting with members of the community and foreign visitors.

If you are found suitable and offered to undertake casual work for the ABF as an IIE, you will be offered work on casual irregular and intermittent basis. This includes work within standard business hours, in the early morning, of evenings, on weekends, and/or on public holidays. Work hours will be offered intermittently and sometimes at very short notice. We are looking for individuals who are able to regularly and flexibly commute to ABF sites within their locale as needed. The majority of positions are based in Brisbane or the Gold Coast.

Our ideal candidate

The ABF is currently looking for flexible, adaptable and reliable people to undertake work on a casual, irregular and intermittent basis at the APS 2 classification. You will receive appropriate training in order to undertake requisite functions, such as passenger clearances.

Training is currently around four (4) weeks in duration and is undertaken between Monday to Friday during business hours on a full-time basis. Some practical components of the training may be conducted after hours and on weekends reflective of the international flight schedule. Successful completion of training is a condition of employment.

Duties

- Commit to our values and behaviours, maintaining a high level of integrity and professionalism
- Exercise lawful authority efficiently and appropriately
- Commit to community engagement and protection as well as client service including responding to client and stakeholder enquiries
- Provide general administrative support including border clearing travellers, crew, vessels and goods

Eligibility

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

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

Notes

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

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To Apply

Position Contact	BorderForceIIEBrisbane@abf.gov.au, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/138564/

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Vacancy VN-0762464

Department of Home Affairs

Closing Date:Tuesday 30 September 2025

Finance Division
Management Accounting Multiple Sections

Job Title	Assistant Directors, Management Accounting
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$115,443 - $134,865
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 can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	Executive Level 1
Position Number	139063
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139063/

Management Accounting Branch is responsible for internal budget allocations (departmental/administered and capital); internal management reporting and analysis; providing strategic financial advice to stakeholders through the Group Finance Partner network; and delivering a strategic costing framework for the Department of Home Affairs Portfolio. This process will be used to fill positions in the Group Finance Partner (Finance Manager) and the Capital Investment Program (Assistant Director) space. Please clearly state your preferred position on your one-page response document. Please review our information document (via job application site) for further information.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

- You are driven to provide exceptional service to the organisation. You are a self-starter with a high level of technical expertise. You will have relevant qualifications and/or experience working within a Government financial framework (or equivalent). You possess an eagerness to enhance the future of finance and support the organisation in meeting its goals.
- Your interpersonal, stakeholder engagement and communication skills are high-level. You are an enthusiastic team player with strong leadership and staff management attributes.

- You bring to the role a capacity to problem solve, build relationships with a range of stakeholders, and manage competing priorities while maintaining strong attention to detail.
- You enjoy working in a rapidly evolving and forward thinking environment.
- Demonstrated experience of strategic financial planning, budgeting, forecasting, analysis, evaluation and/or decision making.
- Strong attention to detail, ability to manage multiple tasks and work within deadlines.
- Ability to work effectively as a part of a team and to build collaborative partnerships with subject matter experts and stakeholders.
- Ability to exercise sound judgement and to work quickly when required.
- Strong written and oral communication skills including the ability to write clear and concise documents for a range of audiences and present information to a large group and Senior Executive.
- Ability to mentor and coach staff (as required by the role/position).
- Strong focus on providing excellent customer service to both internal and external stakeholders.

Duties

Key/common responsibilities across these roles include:

- Provide high level strategic financial advice and support to internal and external stakeholders.
- Directly undertake high level and complex analysis of financial data for internal and external stakeholders.
- Ensure consistent application of government frameworks.
- Provide leadership and act with professionalism, representing the division and potentially responsible for staff management including day to day tasking, career management and ongoing coaching and mentoring of staff
- Assisting the development and ongoing financial management of departmental, capital/project and administered business budgets for stakeholders, and in doing so provide independent financial advice in support of strategic and operational decisions (to both the CFO and Business Divisions), including financial risk and mitigation strategies.
- Report on, and present information to individuals or large groups of stakeholders, including Senior Executives
- Offer strategies to senior stakeholders (First Assistant Secretaries/ Assistant Secretaries) to comply with the financial framework and ensure efficient and effective delivery of outcomes.

Eligibility

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

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

Notes

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To Apply

Position Contact	Gayathri Mendis, 02 6264 4345
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139063/

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Vacancy VN-0762856

Department of Home Affairs

Closing Date:Sunday 28 September 2025

Customs Compliance Enforcement & Targeting
Border Targeting Branch Virtual Targeting Centre

Job Title	Australian Border Force Superintendent, Virtual Targeting Centre
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - SA SA
Salary	$136,260 - $177,318
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	Executive Level 2
Position Number	139805
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139805/

Targeting Branch delivers the Australian Border Force's (ABF) border targeting capability which:

- Defines targeting as 'the process of identifying, selecting, and prioritising targets and matching the appropriate response to them with consideration to operational requirements and capabilities
- Through an enhanced and contemporary targeting program will build a world class targeting capability, leveraging technology, information, and people to make the Australian border hostile to infiltration.

The Virtual Targeting Centre (VTC) team leads an innovative approach to targeting working closely with internal and external stakeholders, leveraging the full suite of operational and regulatory capabilities to identify threats in the supply chain and deliver multilateral operational outcomes.

The team is a highly capable, multi-disciplinary team that detect and disrupt criminality occurring within Australia's international cargo supply chain. The team takes a thematic approach to targeting, actively contribute to the building of international networks and facilitating referrals from onshore and offshore networks.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force

Our ideal candidate

- Undertake work with a high level of complexity or sensitivity and operate under broad direction.
- Exercise a significant degree of independence and perform an important leadership role.
- Influence support of agency objectives based on high level decision-making and judgement.
- Provide a high level of advice to senior management.
- Responsible for initiating, establishing and maintaining strong relationships with key internal and external stakeholders.
- Lead teams to deliver on the strategic objectives of the ABF.

Duties

- Support ABF wide operations, particularly focused on a trusted insider methodology.
- Lead, negotiate deliver innovative data led solutions towards the ABF Targeting Objectives.
- Lead and negotiate with multilateral partners, including Industry, domestic and international Law enforcement and Customs agencies.
- Responsible for operational liaison and engagement with other line areas that will contribute to ABF Targeting operations, primarily through an active involvement in regional prioritisation and planning forums, such as the Regional Operations Coordination framework.
- Engage with local partner agencies, primarily federal and state police, to support joint agency operations focussed on criminality in the supply chain.

Additional information

- This role requires a high level of stakeholder engagement, so strong negotiation skills and ability to achieve operational outcomes will be required.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 2 (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

Notes

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To Apply

Position Contact	Laura Uttley, 02 6245 5440
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139805/

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Vacancy VN-0762938

Department of Home Affairs

Closing Date:Tuesday 30 September 2025

Critical Infrastructure Risk & Regulation
Auscheck Governance and Strategy

Job Title	Governance and Strategy Officer
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - VIC VIC
Salary	$84,228 - $91,809
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 can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 5
Position Number	139509
Agency Website	www.homeaffairs.gov.au

Job Description

All applications should be lodged on-line in accordance with the instructions set out on the department's website at https://career10.successfactors.com/career?company=DIAC

The Governance and Strategy Section within the AusCheck branch provides the strategic, legislative and governance foundations that enable the branch to deliver effective and accountable background checking services. The section leads the interpretation and operationalisation of complex legislation, policy and reform initiatives, and embeds robust governance and compliance frameworks. Through strategic planning and communication, the section ensures the branch operates lawfully, efficiently and in alignment with government priorities, while strengthening its capacity to mitigate insider and malicious threats in high-risk industry settings.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force.

Our ideal candidate

- A team player who enjoys working in a dynamic and evolving environment.
- Will possess strong written and verbal communication skills and has the ability to work under pressure whilst remaining calm in stressful situations.
- Is able to positively contribute in a team environment, displaying integrity and high ethical standards.

- Possesses good judgement and pays careful attention to detail in order to make lawful decisions confidently, while undertaking analysis and drawing accurate conclusions based on evidence.
- Works collaboratively with others in order to deliver efficient and accurate workplace outcomes.

Duties

- Research and analyse information and prepare reports.
- Coordinate, plan and prioritise work whilst adopting a flexible approach to changing business priorities, escalating issues accordingly.
- Build and maintain productive working relationships across internal and external networks.
- Communicate effectively with staff and stakeholders on a range of relevant issues.
- Undertake continuous improvement, including reviewing own work for process and procedural efficiency, to ensure the quality work and that stakeholder expectations are met.

Additional information

We are also looking for someone who has:

- A broad understanding of relevant legislative and policy frameworks and the external factors influencing departmental or whole of Government policies relative to role (or the ability to quickly develop this understanding).
- The ability to plan and achieve work goals independently and as part of a busy and fast-paced team.
- The ability to think strategically, particularly with focusing on achieving outcomes, demonstrating flexibility and agility with managing workloads, tasks, competing priorities and resources.
- The ability to work as part of a team in a complex and dynamic work environment.
- The ability to demonstrate self-awareness and a commitment to learning and personal development.
- The ability to demonstrate clear and strategic communications both internally and with key stakeholders and is able to elevate key concerns and propose solutions to the Executive.
- High level administrative skills, organisational skills and attention to detail.
- High-level stakeholder engagement skills and be able to work with staff of all levels.
- Identifies and implements innovative solutions to complex issues through engagement within the team, Branch and key stakeholders.
- Qualifications, and/or demonstrated equivalent experience, in a relevant field is desirable but not mandatory.

Eligibility

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

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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To Apply

Position Contact	Angela Liekefett, N/A
Agency Recruitment Site	All applications should be lodged on-line in accordance with the instructions set out on the department's website at https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0762940

Department of Home Affairs

Closing Date:Tuesday 30 September 2025

Critical Infrastructure Risk & Regulation
Auscheck Governance and Strategy

Job Title	Senior Governance and Strategy Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - VIC VIC
Salary	$94,563 - $107,713
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 working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 6
Position Number	139750
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139750/

The Governance and Strategy Section within the AusCheck branch provides the strategic, legislative and governance foundations that enable the branch to deliver effective and accountable background checking services. The section leads the interpretation and operationalisation of complex legislation, policy and reform initiatives, and embeds robust governance and compliance frameworks. Through strategic planning and communication, the section ensures the branch operates lawfully, efficiently and in alignment with government priorities, while strengthening its capacity to mitigate insider and malicious threats in high-risk industry settings.

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Our ideal candidate

- Be a team player who enjoys working in a dynamic and evolving environment.
- Possess strong written and verbal communication skills and have the ability to work under pressure whilst remaining calm in stressful situations.
- Be able to positively contribute in a team environment, displaying integrity and high ethical standards.
- Possess good judgement and pay careful attention to detail in order to make lawful decisions confidently, while undertaking analysis and drawing accurate conclusions based on evidence.
- Work collaboratively with others in order to deliver efficient and accurate workplace outcomes.
- High level administrative skills, organisational skills and attention to detail.
- High-level stakeholder engagement skills and be able to work with staff of all levels

Duties

- Lead, plan and prioritise work, whilst adapting a flexible approach to changing business priorities, acting as the escalation point for matters of concern.
- Manage research activities, analyse information, and prepare high-level reports.
- Provide expert policy and procedural advice to staff and stakeholders to resolve a range of issues, guide work related activities or may influence strategic direction.
- Consult with and advise internal and external stakeholders, providing expert advice and anticipating and responding to their needs and expectations.
- Supervise and manage staff to deliver assigned objectives and services.

Additional information

- A broad understanding of relevant legislative and policy frameworks and the external factors influencing departmental or whole of Government policies relative to role (or the ability to quickly develop this understanding).

- Ability to plan and achieve work goals independently and as part of a busy and fast-paced team.
- Ability to think strategically, particularly with focusing on achieving outcomes, demonstrating flexibility and agility with managing workloads, tasks, competing priorities and resources.
- Ability to work as part of a team in a complex and dynamic work environment.
- Demonstrate self-awareness and a commitment to learning and personal development.
- Demonstrates clear and strategic communications both internally and with key stakeholders and is able to elevate key concerns and propose solutions to the Executive.
- Identifies and implements innovative solutions to complex issues through engagement within the team, Branch and key stakeholders.
- Qualifications, and/or demonstrated equivalent experience, in a relevant field is desirable but not mandatory.

Eligibility

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

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

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To Apply

Position Contact	Whitney Sparkes, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139750/

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Vacancy VN-0762961

Department of Home Affairs

Closing Date:Tuesday 30 September 2025

Customs Compliance Enforce & Target
Illicit Tobacco & Vape Enforcement Illicit Tobacco Taskforce

Job Title	Senior Border Force Officer - Illicit Tobacco Taskforce
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - QLD QLD
Salary	$84,228 - $91,809
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;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 5
Position Number	139776
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139776/

About our team

The Illicit Tobacco Taskforce (ITTF) was established on 1 July 2018. The Taskforce is responsible for the protection of Commonwealth revenue through proactive investigation, targeting, and disruption of serious actors and organised crime syndicates involved in the illicit tobacco trade, including disrupting their global supply chains.

We are an Australian Border Force (ABF)-led Taskforce that draws on the expertise and advanced capabilities of the ABF, the Department of Home Affairs, the Australian Criminal Intelligence Commission (ACIC), the Australian Taxation Office (ATO), the Australian Transaction Reports and Analysis Centre (AUSTRAC) and the Commonwealth Director of Public Prosecutions (CDPP).

Specifically, the ABF ITTF includes a Strategy, Coordination, Research and Reporting Team as well as Operational Jurisdictional Strike Teams of ABF Investigators targeting the importation of illicit tobacco by identified Priority Illicit Tobacco Networks.

The current footprint of the ABF ITTF includes officers based in Canberra, Sydney, Melbourne and Brisbane and the Gold Coast.

Our ideal candidate

We are looking for confident, adaptable candidates who excel in high-tempo operational environments and can quickly learn and apply new skills. You will work alongside investigators to disrupt and prosecute serious organised crime networks engaged in illicit tobacco activities.

You will bring:

- A strong work ethic, professional integrity, and high emotional intelligence
- Well-developed written and verbal communication skills
- The ability to work under limited direction in a small, high-performing team
- A willingness to contribute across multiple work streams within the Section and Branch
- Previous operational experience in core ABF functions such as Cargo, Supply Chain, Maritime, or Field Operations (or similar)
- Knowledge and experience with Intelligence or cargo related systems.

Additional Information

To be eligible, you must meet the requirements for a Border Force Officer, including:

- Maintaining relevant medical, fitness, and psychometric standards
- Making an oath or affirmation to uphold integrity, honesty, and the trust placed in you
- Actively participating in career management, including postings and deployments
- Regular domestic travel may be required, sometimes at short notice
- You may need to obtain and maintain a Use of Force qualification.

Duties

- Support investigations and enforcement activities aimed at disrupting the flow of illicit tobacco into Australia
- Analyse persons of interest, cargo, and supply chains, and operationalise responses to mitigate risk and address potential offences
- Apply relevant legislation and policy to investigative planning, compliance, and project delivery
- Deliver accurate, high-quality information to ABF stakeholders and partner agencies in line with information-sharing protocols
- Stay informed about new and emerging intelligence products, and monitor current trends, risks, and threats

- Build and maintain strong relationships with internal and external stakeholders, including law enforcement and intelligence partners
- Ability to travel domestically.

Eligibility

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

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Matthew Puntoriero, 0435 387 832
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139776/

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Vacancy VN-0762978

Department of Home Affairs

Closing Date:Tuesday 30 September 2025

Procurement Property & Contracts
Property Property Contracts, Housing and Panels

Job Title	Senior Property Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - WA WA
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	139519
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/139519/

A career in Home Affair's Property Branch is one of the best moves you will ever make. Why? Because our functions are so diverse. Our work is transformational with real purpose, allows you to follow your passion, shape your career and make a difference. We have APS 6 positions available in our Capital Works, Property Projects, Spatial Management and Property Contracts, Housing and Panels teams and we will establish a merit pool to draw from for future vacancies. Being successful in any one of these roles in Property Branch will have you managing and problem solving for some of the most diverse properties in the Australian Government portfolio. Aside from that, we'll empower you to work where you're at your best. You'll be part of a dynamic National team with shared values for excellence, strong communication and stakeholder outcomes. We attract the best people from a wide variety of backgrounds, and we excel at building and maintaining a diverse inclusive workplace that drives innovation and fosters a passion for delivering outcomes.

About our team

Chief Operating Officer Group | Procurement Property & Contracts | Property | Property Contracts, Housing and Panels

The Property Branch, within the Procurement, Property and Contracts Division, facilitates the planning, procurement, leasing and management of the Department's commercial and residential accommodation in Australia and overseas. This includes capital works infrastructure to support the needs of the Department, including the onshore Immigration Detention Network (IDN).

The Branch comprises the following eight sections - Business Continuity Management; Capital Works and Infrastructure; Corporate and Facilities Program; Facilities Management; Property Contracts, Housing and Panels; Property Projects, Property Strategy, Leasing and Governance; and Spatial Management (including Agile Ways of Working).

There are current vacancies within the following sections:

Property Contracts, Housing and Panels manages:

- The Department's property services contract under the Whole of Australian Government (WoAG) Deed of Standing Offer
- All onshore staff housing occupancies and capital projects
- Property service procurement for Property Branch, including panel arrangements for use by multiple Commonwealth entities.

Spatial Management manages:

- Workstation allocations, block and stack activities, and support large staff relocations
- Guidance and training in the use of occupancy planning software platform, including assisting with occupancy scenarios for interstate relocation planning
- Exploring new ways of working to maximise the efficient use of office space and providing staff with a more flexible and dynamic way of working.

Capital Works and Infrastructure manages:

- The Department's annual capital works programs for both Departmental property holdings - onshore and offshore - and Detention facilities onshore (including Christmas Island and Cocos Keeling Islands).

Property Projects manages:

- Medium and large-scale onshore accommodation construction and refurbishment projects.

Our ideal candidate

- You're a confident communicator in both written and verbal communication, with the ability to build and sustain stakeholder relationships and engage with various business lines and levels
- You're a problem solver, displaying a high level of research and analytical skills, with the ability to juggle competing deadlines and tasks within a dynamic workplace
- You're resilient and have an ability to work with an agile mindset, capacity to work under pressure and adaptable to new and changing priorities
- You're self-aware, able to work autonomously with minimal supervision, displaying a high-level of initiative, flexibility and resourcefulness
- You're a self-starter with excellent time management skills, attention to detail and an ability to plan and schedule works.

Duties

Duties and responsibilities

- You will assist in the establishment and ongoing management of multiple property-related procurement panel arrangements and provide technical advice and support to panel users
- You will manage the delivery of multiple projects within the annual capital works programs, according to the Department's project management framework, on time and within budget
- You will manage the procurement and contracting of relevant goods and services, including project management, building design, building certification, cost planning, head works contractors, furniture and equipment
- You will lead data analysis and associated research to guide the Department's accommodation model and best practices
- Develop and maintain a quality assurance program for Departmental Occupancy Data
- Assist with phases of relevant project works, scope development, and project delivery and close out.

Additional information

- Previous experience and/or qualifications in procurement and contract management, property management, leasing, spatial management and activity based working practices, change management principles, information and communication technology (ICT), or project management would be well regarded
- While you will be expected to regularly attend one of our capital city offices, you are welcome to negotiate flexible working arrangements with your individual manager
- Depending on the role, you may be required to undertake travel at times
- You'll be part of a national team that reports to a section Director located in Canberra

- For information about the specific positions please contact trevor.little@homeaffairs.gov.au, who will direct you to the appropriate point of contact for the respective position.

Eligibility

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

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

Notes

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

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

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

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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 agency.

About the Department of Home Affairs

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

To Apply

Position Contact	Trevor Little, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/139519/

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Vacancy VN-0763010

Department of the House of Representatives

Closing Date:Sunday 12 October 2025

People Strategies Office Payroll and Reporting

Job Title	Payroll Adviser/Senior Payroll Adviser
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	$82,826 - $99,132
Future Merit Locations	Capital Hill
Office Arrangement	On Site;Flexible
Office Arrangement Details	Onsite with the possibility to flexible working arrangements if required.
Classification	
Position Number	9500 / 9502
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description

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

The Department of the House of Representatives is seeking applications from motivated and detail oriented applicants to directly support the work of the House of Representatives and members of Parliament at Parliament House in Canberra.

About the department

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.

About the section

The People Strategies Office is responsible for providing efficient and effective human resources advice and services to support the Department of the House of Representatives.

The People Strategies Office provides advice and support to management and staff on policies and procedures. It also provides payroll services (for both departmental staff and Members of Parliament); administration of training and development; health, safety and rehabilitation case management; performance and conduct advice; employment relations and broad human resource initiatives.

About the role

As a Payroll Advisor / Senior Payroll Advisor, you'll be at the centre of delivering accurate, timely, and confidential payroll services for departmental staff and Members of Parliament.

This dynamic role offers the chance to Master complex payroll systems like Aurion and contribute to continuous improvement and provide expert advice on salary entitlements, employment conditions, and HR policies. You will collaborate across teams, liaising with stakeholders and supporting recruitment, learning and development, and people strategy initiatives. Grow your career in a high-profile environment where precision and professionalism are valued. We are advertising this role as a broadband Parliamentary Services level 4/5 (PSL 4/5) as we are open to developing the right candidate into a PSL5 over time.

Located at Parliament House, Canberra, this position offers a unique opportunity to contribute to the functioning of Australia's democratic institutions.

Duties

The duties of Payroll Advisor (PSL4) will be:

1. Provide accurate and timely advice to internal and external stakeholders on payroll processes, human resources policies referring complex queries to senior staff as required.
2. Assist with the processing of payroll transactions for departmental staff and Members of Parliament, ensuring accuracy, confidentiality under supervision.
3. Prepare standard correspondence and respond to straightforward payroll and HR-related enquiries, escalating more complex matters appropriately.
4. Support the investigate of complex employment conditions issues by gathering information and applying established procedures, under guidance from senior staff.
5. Contribute to HR initiatives and projects, by undertaking allocated tasks and providing administrative support to promote to continuous improvement.

The duties of Senior Payroll Advisor (PSL5) will be:

1. Provide accurate and timely advice to internal and external stakeholders on payroll processes, human resources policies, and procedures, ensuring compliance with departmental and legislative requirements.
2. Execute payroll functions for departmental staff and Members of Parliament, ensuring accuracy, confidentiality and adherence to deadlines.

3. Draft professional correspondence and engage with clients to resolve a broad range of payroll and HR-related enquiries.
4. Investigate and action complex employment conditions issues, applying sound judgement and knowledge of relevant policies and frameworks.
5. Assist with the delivery of strategic HR initiatives and projects, contributing to continuous improvement and organisational capability.

Eligibility

Selection criteria

The successful candidate will demonstrate:

1. Experience using Aurion HRMIS or similar payroll systems, with the ability to navigate and apply system functionalities effectively in a payroll or HR context.
2. Proven ability to communicate clearly and professionally, solve problems, liaise with stakeholders, and manage competing priorities in a dynamic work environment.
3. A strong customer service orientation, complemented by initiative, tact, discretion, and the ability to maintain confidentiality and professionalism in all interactions.
4. Sound understanding of, or experience in interpreting and applying, relevant workplace agreements, legislation, and guidelines related to employment conditions and HR matters.
5. Awareness of salary entitlements and conditions, or the demonstrated ability to quickly acquire and apply this knowledge in a practical setting.

Notes

The successful candidate will be required to obtain and maintain a Baseline Security Clearance. Maintenance of a security clearance at this level is essential to the role, and failure to maintain a security clearance at this level may result in termination of employment.

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	Heidi Browne, 02 62774109
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0763015

Department of the House of Representatives

Closing Date:Sunday 12 October 2025

People Strategies Office

Job Title	Assistant Systems Administrator
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	$93,685 - $115,028
Future Merit Locations	Capital Hill
Office Arrangement	On Site;Flexible
Office Arrangement Details	Onsite with the possibility to flexible working arrangements if required.
Classification	
Position Number	9600
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description

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

The Department of the House of Representatives is seeking applications from enthusiastic and motivated applicants to directly support the work of the House of Representatives and members of Parliament at Parliament House in Canberra.

About the role

Step into the dynamic heart of the People Strategies Office as the Assistant Systems Administrator, where your expertise will shape the future of HR processes for the Department of the House of Representatives. In this pivotal role, you'll deliver outstanding, innovative support for the Aurion Human Resource Information Management System (HRMIS) and other HR systems, ensuring seamless operations and empowering HRMIS users with top-tier customer service.

You'll be at the forefront of collaboration and creativity, championing transformative development projects and driving smart, forward-thinking solutions that propel the department’s strategic vision. This is your chance to make a tangible impact—join us and be a catalyst for meaningful change.

The Assistant Systems Administrator works autonomously and in collaboration with others across the wider People Strategies Office to deliver the system administration functions, providing support to internal and external stakeholders.

We are advertising this role as a broadband Parliamentary Services Level 5/6 (PSL 5/6) as we are open to developing the right candidate into a PSL6 over time. We offer a dynamic environment where you'll have access to comprehensive training programs, mentorship opportunities with senior team members, and the chance to contribute to cutting-edge projects and deliverables. This role is ideal for individuals who are passionate about their career development as a Systems Administrator, and eager to expand their skillset in a supportive and innovative setting. We believe in investing in our employees' futures, providing them with the tools and resources they need to thrive.

As the PSL5 Assistant Systems Administrator, you will have knowledge of and understanding of a range of HR legislation, internal guidelines and policies as they relate to public sector employment and conditions of service.

As the PSL6 Assistant System Administrator, you will have experience in administration and management of Aurion or similar Human Resources Management Information System including conducting configuration changes and enhancements in a similar sized commercial or government environment. A strong understanding of HR regulations and best practices, hands-on experience in HRMIS systems (e.g. Aurion) and a strong knowledgeable of HR processes such as establishments, payroll, recruitment and their interconnections.

About the section

The People Strategies Office is responsible for providing efficient and effective human resources advice and services to support the Department of the House of Representatives.

The People Strategies Office provides advice and support to management and staff on policies and procedures. It also provides payroll services (for both departmental staff and Members of

Parliament); administration of training and development; health, safety, and rehabilitation case management; performance and conduct advice; employment relations and broad human resource initiatives and projects.

Duties

Duties of the Assistant Aurion Systems Administrator (PSL5) are:

1. Undertake research and analysis to identify complex issues and make recommendations for resolution.
2. Supporting the testing and implementation of changes including upgrades, system enhancements and new modules.
3. Assist with the management of the end-to-end configuration, enhancement and administration of Aurion and other HR systems.
4. Analyse and interpret complex legislation relating to system configuration and enhancements.
5. Deliver high-quality customer service to support internal and external users and stakeholders.
6. Contribute to delivering Aurion and other HR systems project activities including process improvements and the delivery of the HR Systems workplan.
7. Ensure full documentation and standard operating procedures exist to support HR systems and all enhancements. This includes the preparation and review of system administration manuals, user guides, procedures and documentation sufficient for audit purposes.
8. Assist with other People Strategies activities, including projects as required.

Duties of the Assistant Systems Administrator (PSL6) are:

1. Conduct research and analysis to resolve complex issues and problems independently.
2. Conduct testing of upgrades and system enhancements.
3. Maintain a high standard of system access controls, system codes, structures, and general system maintenance.
4. Assist with the management of the end-to-end configuration, enhancement and administration of Aurion and other HR systems.
5. Analyse, interpret and apply complex legislation to support system configuration in a proactive manner.
6. Deliver high-quality customer service to support internal and external users and stakeholders.
7. Actively participate in delivering Aurion and other HR systems project activities including process improvements and the delivery of the HR Systems workplan. Provide training, mentoring and support to team members
8. Ensuring full documentation and standard operating procedures exist to support HR systems and all enhancements. This includes the preparation and review of system administration manuals, user guides, procedures and documentation sufficient for audit purposes.
9. Assist with other People Strategies activities, including projects as required.

Eligibility

Selection Criteria

The successful candidate will demonstrate:

1. extensive experience with the Aurion HRMIS system and/or similar payroll systems, or experience as a Senior Payroll Advisor or other similar HR role.
2. excellent communication and interpersonal skills with the ability to work within a small team environment.
3. strong attention to detail and analytical skills with a focus on service delivery.
4. proven ability to manage your own workload and meet competing deadlines and priorities.
5. have an honest and collaborative approach, with the ability to develop and maintain internal and external relationships.
6. knowledge and experience in the application of human resource policy, procedures and employment provisions.

Notes

The successful candidate will be required to obtain and maintain a Baseline Security Clearance. Maintenance of a security clearance at this level is essential to the role, and failure to maintain a security clearance at this level may result in termination of employment.

About the Department of the House of Representatives

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To Apply

Position Contact	Jason Brayshaw, 02 62774287
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0763019

Department of the House of Representatives

Closing Date:Sunday 12 October 2025

People Strategies Office Payroll and Reporting

Job Title	Recruitment Adviser
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	$93,685 - $99,132
Future Merit Locations	Capital Hill
Office Arrangement	On Site;Flexible
Office Arrangement Details	Onsite with the possibility to flexible working arrangements if required.
Classification	APS Level 5
Position Number	9503
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description

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

The Department of the House of Representatives is seeking applications from motivated and detail oriented applicants to directly support the work of the House of Representatives and members of Parliament at Parliament House in Canberra.

This is an ongoing role situated within People Strategies Office. The People Strategies Office is responsible for providing efficient and effective human resources advice and services to support the Department of the House of Representatives. The Office provides advice and support to management and staff on policies and procedures. It also provides payroll services (for both departmental staff and Members of Parliament); administration of training and development; health, safety and rehabilitation case management; performance and conduct advice; employment relations and broad human resource initiatives.

About the role

As a Recruitment Adviser within the People Strategies team, you'll be at the heart of purpose-driven environment, supporting a wide range of recruitment activities that make a real difference. You'll be the go-to expert ensuring every step of the recruitment process is smooth, strategic, and compliant. You'll also lead the charge in delivering a standout onboarding experience, preparing contracts and welcoming new employees with professionalism and warmth. Your work will directly contribute to a positive and memorable candidate journey.

Based at the iconic Parliament House in Canberra, is where you will work in a collaborative, high-impact team making a meaningful contribution to public service excellence. If you're passionate about people, thrive in a dynamic environment, and love the idea of working where national decisions are made—this is your opportunity to shine.

Duties

The duties of the Recruitment Adviser will:

1. Coordinate and manage end to end recruitment and onboarding functions in a dynamic environment.
2. Provide timely, effective, and efficient recruitment support and advice enabling services to stakeholders in line with legislative and policy requirements.
3. Develop and maintain effective working relationships with a range of stakeholders to support best practice service delivery.
4. Maintain accurate and timely records using the Aurion HR information system, databases, online recruitment systems, and other applications as required to manage recruitment activities.
5. Administration if accurate documentation, including approved contracts of employment, extension notices, promotion, and transfers between agencies.
6. Contribute to process innovation, change management, and modern ways of working.
7. Work independently while maintaining regular communication with the Assistant Director Payroll and Recruitment.
8. Support the delivery of people strategy initiatives and contribute to related projects, providing coordination and administrative assistance as required.

Eligibility

Selection Criteria

The successful candidate will demonstrate:

1. Demonstrated knowledge of recruitment policies, procedures, and legislation, with the ability to provide accurate and timely advice to a range of stakeholders.
2. Strong attention to detail and organisational skills, with experience in advertising roles and managing recruitment documentation to ensure accuracy and compliance with departmental requirements.
3. Proven ability to coordinate onboarding activities, including conducting pre-employment checks and preparing employment documentation in accordance with relevant legislation and guidelines.
4. Well-developed administrative and coordination skills, with the ability to support recruitment and selection processes, manage competing priorities, and meet deadlines in a dynamic environment.
5. Effective communication and interpersonal skills, with the ability to build productive relationships and collaborate with internal and external stakeholders.
6. Ability to contribute to people strategy initiatives and projects, demonstrating initiative, adaptability, and a commitment to continuous improvement.

Notes

The successful candidate will be required to obtain and maintain a Baseline Security Clearance. Maintenance of a security clearance at this level is essential to the role, and failure to maintain a security clearance at this level may result in termination of employment.

Further information about the department is available on the DHR website

About the Department of the House of Representatives

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To Apply

Position Contact	Heidi Browne, 02 62774109
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0763034

Department of the House of Representatives

Closing Date:Monday 06 October 2025

Finance Office Payroll and Reporting

Job Title	Senior Finance Officer
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	$101,356 - $115,028
Future Merit Locations	Capital Hill
Office Arrangement	On Site
Office Arrangement Details	Onsite with the possibility to flexible working arrangements if required.
Classification	APS Level 6
Position Number	7601
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description

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

The Department of the House of Representatives is seeking applications from motivated and detail oriented applicants to directly support the work of the House of Representatives and members of Parliament at Parliament House in Canberra.

This is an ongoing role situated within Finance Office. The Finance Office, within the Members' and Corporate Support program overseen by the Serjeant-at-Arms, supports the work of the House of Representatives and its committees through the provision of financial services and resource management guidance. By working collaboratively with business areas, the office manages internal and external budgetary requirements along with statutory and management financial reporting. The team delivers financial processing services and provides tailored financial information and procurement advice to assist internal stakeholders deliver outcomes.

The objectives of the office are to:

- ensure the continued sound financial management of the department through the delivery of comprehensive financial stewardship
- promote and uphold a culture of integrity, ethical behaviour and compliance awareness
- train and develop team members and the broader department in an innovative, supportive and service focussed environment that values both teamwork and individual achievement.

About the role

The Senior Finance Officer, under limited direction, undertakes complex finance related activities and tasks. The Senior Finance Officer works collaboratively within a small team and is responsible for providing operational support, detailed technical, professional, and policy advice in relation to finance and procurement and will assist in policy development to achieve the objectives of the office. The Senior Finance Officer has an understanding of legislative, regulatory and compliance frameworks, demonstrates excellent communication skills within their area of responsibility and values and nurtures a culture of innovation and service delivery.

Duties

The Senior Finance Officer will carry out the following duties:

1. Manage and report on financial transactions and perform general accounting duties including period end processes, journals, income and expense schedules, data imports and exports and monthly reconciliations.
2. Assist with the development, implementation and maintenance of departmental policy and procedures and perform operational and reporting tasks in accordance with current legislation and the objectives of the office.
3. Build effective working relationships with all stakeholders and assist with the development, management and presentation of effective methods to educate and inform staff regarding departmental policies and procedures.
4. Contribute to monthly and annual financial statement reporting processes, compliance reporting and business planning and performance monitoring.
5. Provide guidance and assistance to other areas of the department in relation to financial and procurement matters.
6. Assist with asset management, including maintenance of asset registers, accurate recording of acquisitions and disposals and support of stocktake and revaluation processes.
7. Contribute to the development and ongoing refinement of the internal budget.
8. Other financial and administrative tasks required by the section, as directed.

Eligibility

Selection criteria

The successful candidate will demonstrate:

1. The ability to apply finance, accounting and procurement knowledge to process, review, analyse and interpret routine financial information using a modern financial management information system.
2. The ability to apply advanced digital literacy skills, and judgement to review and analyse situations, procedures and systems to innovate and improve for better outcomes.
3. A strong customer focus with demonstrated customer service skills, including the ability to communicate financial and procurement information to non-finance customers and build productive working relationships within the Finance Office, the department and externally.
4. The ability to research, write and present detailed and accurate financial and procurement governance, policy advice and correspondence.
5. The ability to prioritise, deliver outcomes and respond flexibly as priorities and issues emerge.
6. The highest standards of ethical behaviour and demonstrated courage, resilience, openness to change and a commitment to personal development.

Notes

Qualifications in a related discipline or equivalent extensive finance, accounting or procurement experience.

The successful candidate will be required to obtain and maintain a Baseline Security Clearance. Maintenance of a security clearance at this level is essential to the role, and failure to maintain a security clearance at this level may result in termination of employment.

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	Tom Henry, 02 62774410
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0762728

Federal Circuit and Family Court of Australia

Closing Date:Sunday 12 October 2025

Federal Circuit and Family Court of Australia
Court Children's Service

Job Title	Court Child Expert (Psychologist or Social Worker)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	$115,443 - $125,832
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 arrangement subject to operational requirements.
Classification	Executive Level 1
Position Number	0786-09-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=544A82AE-E455-4149-13D1-E434BC0ABF05

Jurisdiction: Federal Circuit and Family Court of Australia

Section: Court Children's Service

Classification: Executive Level 1

Job Type: Ongoing/Non-ongoing, Part-time/Full-time

Location: Brisbane

Total remuneration including superannuation: $133,221 – $145,210 per annum ($115,443 – $125,832 per annum plus 15.4% superannuation)

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What is a Court Child Expert?

Court Child Experts are experienced professionals who play a vital role in Australia's Federal family law system. Appointed under the Family Law Act 1975 (Cth), Court Child Experts provide critical social science expertise to assist families and the Courts in making decisions that are in the best interests of children.

This is more than just a job – it's a career with purpose.

Why Join Us?

As a **Court Child Expert**, you'll be at the forefront of family law innovation, working on world-leading initiatives to ensure safe and effective outcomes for families in crisis.

- Be the voice for children in complex family matters
- Influence real-life decisions that shape a child's future
- Be part of a collaborative, national team of experts
- Receive extensive professional support and development

From the moment you start, you'll be supported with a structured induction program, ongoing supervision, and access to national and international training.

Duties

What Will You Do?

As a Court Child Expert, your day-to-day work includes:

- Conducting family assessments, including interviews and observations with children
- Providing expert evidence to the Court via written reports
- Facilitating dispute resolution conferences to help families reach agreement

Eligibility

Mandatory qualifications and experience

- A recognised degree in social work and eligibility for membership of the Australian Association of Social Workers, or general registration as a psychologist with the Australian Health Practitioner Regulatory Agency
- Minimum five years' relevant clinical experience working with children and families (note this relevant experience must be subsequent to the acquisition of the relevant degree qualification)
- A clearance for working with children as required within the relevant State/Territory scheme

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.

Want to learn more?

For more information including eligibility and instructions on how to apply, please see the position's listing on the agency's website here.

Applications close Sunday 12 October 2025 at 11:30 pm (AEDT)

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	National CCS team, National.CCS@fcfcoa.gov.au
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=544A82AE-E455-4149-13D1-E434BC0AE

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Vacancy VN-0762967

Federal Circuit and Family Court of Australia

Closing Date:Sunday 12 October 2025

Federal Circuit and Family Court of Australia
Court Children's Service

Job Title	Court Child Expert (Psychologist or Social Worker)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Newcastle NSW
Salary	$115,443 - $125,832
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 arrangement subject to operational requirements.
Classification	Executive Level 1
Position Number	0784-09-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=F748D3BC-E979-D574-DD8A-E434BBF5605D

Jurisdiction: Federal Circuit and Family Court of Australia

Section: Court Children's Service

Classification: Executive Level 1

Job Type: Ongoing/Non-ongoing, Part-time/Full-time

Location: Newcastle

Total remuneration including superannuation: $133,221 – $145,210 per annum ($115,443 – $125,832 per annum plus 15.4% superannuation)

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Duties

What Will You Do?

As a Court Child Expert, your day-to-day work includes:

- Conducting family assessments, including interviews and observations with children

- Providing expert evidence to the Court via written reports
- Facilitating dispute resolution conferences to help families reach agreement

Eligibility

Mandatory qualifications and experience

- A recognised degree in social work and eligibility for membership of the Australian Association of Social Workers, or general registration as a psychologist with the Australian Health Practitioner Regulatory Agency
- Minimum five years' relevant clinical experience working with children and families (note this relevant experience must be subsequent to the acquisition of the relevant degree qualification)
- A clearance for working with children as required within the relevant State/Territory scheme

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.

Want to learn more?

For more information including eligibility and instructions on how to apply, please see the position's listing on the agency's website here

Applications close Sunday 12 October 2025 at 11:30 pm (AEDT)

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	National CCS team, National.CCS@fcfcoa.gov.au
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=F748D3BC-E979-D574-DD8A-E434BBF5

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Vacancy VN-0762972

Federal Circuit and Family Court of Australia

Closing Date:Sunday 12 October 2025

Federal Circuit and Family Court of Australia
Court Children's Service

Job Title	Court Child Expert (Psychologist or Social Worker)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	$115,443 - $125,832
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 arrangement subject to operational requirements.
Classification	Executive Level 1
Position Number	0785-09-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=574FED74-1C76-2E86-36FB-E434BC69007C

Jurisdiction: Federal Circuit and Family Court of Australia

Section: Court Children's Service

Classification: Executive Level 1

Job Type: Ongoing/Non-ongoing, Part-time/Full-time

Location: Adelaide

Total remuneration including superannuation: $133,221 – $145,210 per annum ($115,443 – $125,832 per annum plus 15.4% superannuation)

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Duties

What Will You Do?

As a Court Child Expert, your day-to-day work includes:

- Conducting family assessments, including interviews and observations with children
- Providing expert evidence to the Court via written reports
- Facilitating dispute resolution conferences to help families reach agreement

Eligibility

Mandatory qualifications and experience

- A recognised degree in social work and eligibility for membership of the Australian Association of Social Workers, or general registration as a psychologist with the Australian Health Practitioner Regulatory Agency
- Minimum five years' relevant clinical experience working with children and families (note this relevant experience must be subsequent to the acquisition of the relevant degree qualification)
- A clearance for working with children as required within the relevant State/Territory scheme

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.

Want to learn more?

For more information including eligibility and instructions on how to apply, please see the position's listing on the agency's website here.

Applications close Sunday 12 October 2025 at 11:30 pm (AEDT)

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	National CCS team, National.CCS@fcfcoa.gov.au
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=574FED74-1C76-2E86-36FB-E434BC690

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Vacancy VN-0762983

Federal Circuit and Family Court of Australia

Closing Date:Sunday 12 October 2025

Federal Circuit and Family Court of Australia
Court Children's Service

Job Title	Court Child Expert (Psychologist or Social Worker)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parramatta NSW
Salary	$115,443 - $125,832
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 arrangement subject to operational requirements.
Classification	Executive Level 1
Position Number	0778-09-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=1836E671-46CD-FA92-3782-E434BC6DEC0A

Jurisdiction: Federal Circuit and Family Court of Australia

Section: Court Children's Service

Classification: Executive Level 1

Job Type: Ongoing/Non-ongoing, Part-time/Full-time

Location: Parramatta

Total remuneration including superannuation: $133,221 – $145,210 per annum ($115,443 – $125,832 per annum plus 15.4% superannuation)

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Duties

What Will You Do?

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- Providing expert evidence to the Court via written reports
- Facilitating dispute resolution conferences to help families reach agreement

Eligibility

Mandatory qualifications and experience

- A recognised degree in social work and eligibility for membership of the Australian Association of Social Workers, or general registration as a psychologist with the Australian Health Practitioner Regulatory Agency
- Minimum five years' relevant clinical experience working with children and families (note this relevant experience must be subsequent to the acquisition of the relevant degree qualification)
- A clearance for working with children as required within the relevant State/Territory scheme

Notes

Eligibility

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

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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.

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To Apply

Position Contact	National CCS team, National.CCS@fcfcoa.gov.au
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=1836E671-46CD-FA92-3782-E434BC6DE

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Vacancy VN-0762984

Federal Circuit and Family Court of Australia

Closing Date:Sunday 12 October 2025

Federal Circuit and Family Court of Australia
Court Children's Service

Job Title	Court Child Expert (Psychologist or Social Worker)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Launceston TAS
Salary	$115,443 - $125,832
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 arrangement subject to operational requirements.
Classification	Executive Level 1
Position Number	0782-09-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=35055232-7D86-F7C4-1681-E434BC7BAD13

Jurisdiction: Federal Circuit and Family Court of Australia

Section: Court Children's Service

Classification: Executive Level 1

Job Type: Ongoing/Non-ongoing, Part-time/Full-time

Location: Launceston

Total remuneration including superannuation: $133,221 – $145,210 per annum ($115,443 – $125,832 per annum plus 15.4% superannuation)

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- Facilitating dispute resolution conferences to help families reach agreement

Eligibility

Mandatory qualifications and experience

- A recognised degree in social work and eligibility for membership of the Australian Association of Social Workers, or general registration as a psychologist with the Australian Health Practitioner Regulatory Agency
- Minimum five years' relevant clinical experience working with children and families (note this relevant experience must be subsequent to the acquisition of the relevant degree qualification)
- A clearance for working with children as required within the relevant State/Territory scheme

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.

Want to learn more?

For more information including eligibility and instructions on how to apply, please see the position's listing on the agency's website here

Applications close Sunday 12 October 2025 at 11:30 pm (AEDT)

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	National CCS team, National.CCS@fcfcoa.gov.au
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=35055232-7D86-F7C4-1681-E434BC7BA

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Vacancy VN-0763000

Federal Circuit and Family Court of Australia

Closing Date:Sunday 12 October 2025

Federal Circuit and Family Court of Australia
Court Children's Service

Job Title	Court Child Expert (Psychologist or Social Worker)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	$115,443 - $125,832
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 arrangement subject to operational requirements.
Classification	Executive Level 1
Position Number	0783-09-25
Agency Website	https://www.fcfcoa.gov.au/

Job Description *https://fcajobs.nga.net.au/?jati=22BD94D1-2E34-D85A-9C38-E434BD50E2E4*

Jurisdiction: Federal Circuit and Family Court of Australia

Section: Court Children's Service

Classification: Executive Level 1

Job Type: Ongoing/Non-ongoing, Part-time/Full-time

Location: Darwin

Total remuneration including superannuation: $133,221 – $145,210 per annum ($115,443 – $125,832 per annum plus 15.4% superannuation)

Make a Meaningful Difference in the Lives of Children – Become a Court Child Expert

Are you a dedicated social worker or psychologist with a commitment to the safety and wellbeing of children? Do you want your work to directly influence decisions that shape the future of children and families? If so, this is your opportunity to join a nationally respected team making a real impact.

What is a Court Child Expert?

Court Child Experts are experienced professionals who play a vital role in Australia's Federal family law system. Appointed under the Family Law Act 1975 (Cth), Court Child Experts provide critical social science expertise to assist families and the Courts in making decisions that are in the best interests of children.

This is more than just a job – it's a career with purpose.

Why Join Us?

As a **Court Child Expert**, you'll be at the forefront of family law innovation, working on world-leading initiatives to ensure safe and effective outcomes for families in crisis.

- Be the voice for children in complex family matters
- Influence real-life decisions that shape a child's future
- Be part of a collaborative, national team of experts
- Receive extensive professional support and development

From the moment you start, you'll be supported with a structured induction program, ongoing supervision, and access to national and international training.

Duties

What Will You Do?

As a Court Child Expert, your day-to-day work includes:

- Conducting family assessments, including interviews and observations with children
- Providing expert evidence to the Court via written reports
- Facilitating dispute resolution conferences to help families reach agreement

Eligibility

Mandatory qualifications and experience

- A recognised degree in social work and eligibility for membership of the Australian Association of Social Workers, or general registration as a psychologist with the Australian Health Practitioner Regulatory Agency
- Minimum five years' relevant clinical experience working with children and families (note this relevant experience must be subsequent to the acquisition of the relevant degree qualification)
- A clearance for working with children as required within the relevant State/Territory scheme

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.

Want to learn more?

For more information including eligibility and instructions on how to apply, please see the position's listing on the agency's website here.

Applications close Sunday 12 October 2025 at 11:30 pm (AEDT)

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	National CCS team, National.CCS@fcfcoa.gov.au
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=22BD94D1-2E34-D85A-9C38-E434BD50

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Vacancy VN-0763026

Future Fund Management Agency

Closing Date:Tuesday 30 September 2025

Job Title	Senior Governance Risk Compliance Analyst
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Three days on site (must include Tuesdays and Wednesdays), and two days work from home
Classification	APS Level 5
Position Number	JR100247
Agency Website	www.futurefund.gov.au

Job Description

https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

Join the Future Fund's Technology Security Assurance Team as a Senior Analyst, Governance Risk & Compliance (GRC). In this pivotal role, you'll support the Agency's cybersecurity governance, risk, and compliance services, working alongside a diverse range of stakeholders across the organisation. You'll play a key part in managing risk registers, providing expert guidance, and ensuring the Agency's technology solutions align with robust security standards.

Duties

- Security Assurance & Risk Assessment: Contribute to solution design risk assessments, collaborate with business owners to negotiate appropriate security controls and determine information criticality.
- Standards, Policies & Procedures: assist in developing and communicating security-related policies, standards, guidelines, and procedures. Promote technology best practices and propose variances to standards when necessary.
- Consulting & Delivery: provide security consultation to stakeholders, advise on fitting systems to security principles and identify when security components require modification for project delivery.
- Governance & Oversight: help establish and maintain a fit-for-purpose governance and assurance framework for security activities, deliver reporting on key control and risk indicator to comply with internal and federal government security requirements (e.g., Essential Eight, PSPF).
- Research & Evaluation: benchmark security practices against industry peers to maintain a current understanding of best practices and emerging threats.

Eligibility

- An Industry certification in information security (e.g., A+, Security+) is preferred and a degree in a relevant technical or business discipline will be considered advantageous.
- You have had exposure to security risk assessments, on-premises and cloud networking concepts, and threat attack vectors.
- Experience working at a Federal Government Agency and familiarity with the Australian Cyber Security Centre's Information Security Manual will be highly regarded.
- Strong written and verbal communication skills will be critical for this role as well as effective documentation abilities.
- You demonstrate personal accountability and independent ownership of outcomes, embrace a growth mindset by being open to feedback and new ideas, build strong stakeholder relationships through effective engagement, and apply analytical, risk-aware problem-solving to synthesise complex information and escalate appropriately when needed.

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

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	Grace Foley, +61 3 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0763064

Great Barrier Reef Marine Park Authority

Closing Date:Wednesday 01 October 2025

Marine Park Operations Traditional Use of Marine Resources Agreement (TUMRA)

Job Title	TUMRA Program Manager (Affirmative Measures)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Cairns QLD
Salary	$94,563 - $106,775
Future Merit Locations	Townsville, Cairns
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	APS Level 6
Position Number	1010
Agency Website	

Job Description

https://www2.gbrmpa.gov.au/careers

The Great Barrier Reef Marine Park Authority (the Reef Authority) is a Commonwealth non-corporate entity, and a statutory agency established by the Great Barrier Reef Marine Park Act 1975 (Marine Park Act), reporting to the Minister for the Environment and Water. Our objective is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park.

Managing a reef roughly the size of Italy demands many skills and talents, so you don't have to be a marine biologist to contribute to our mission. From finance to marketing roles, we have a team almost as diverse as the ecosystem we protect. Our commitment and dedication to the Great Barrier Reef and the Australian public have a long-lasting impact, and we are looking for individuals who can bring their unique skills, experience, and knowledge to our high-performing and inclusive organisation.

The Position

We are seeking an Aboriginal and/or Torres Strait Islander person with extensive experience in both Traditional Owner engagement and government processes, along with strong communication and project management skills.

This position will be responsible for developing and maintaining Traditional Use of Marine Resources Agreement (TUMRA) between Great Barrier Reef Aboriginal and Torres Strait Islander Traditional Owners, the Queensland Government and the Reef Authority. The role will engage and liaise extensively with Aboriginal and Torres Strait Islander peoples who identify as Traditional Owners of the Great Barrier Reef Marine Park, their communities and their legal representative bodies to facilitate their involvement in Marine Park management.

The role includes project and contract management of the development of new mapping projects, coordination of this work and implementing its outcomes with other areas of the Marine Operations Branch and the broader Reef Authority.

As part of the broader drive of the Reef Authority to increase co-management, you will engage with Traditional Owners and across the Reef Authority and other managing agencies to increase meaningful partnerships between Traditional Owners. This will include delivering Sea Country Values Mapping projects, in partnership with Traditional Owners.

You will communicate and promote activities to a diverse range of audiences and coordinate an interrelated range of projects to ensure alignment and results. You will be a team player, working closely and collaboratively with other areas of the Reef Authority, the Australian and Queensland governments' Reef Joint Field Management Program and a diverse network of stakeholders and Traditional Owners.

About You

- You have extensive experience in Traditional Owner engagement, with a strong track record of fostering collaborative partnerships that bring benefits and outcomes for both Traditional Owners and environmental management.
- You are a natural problem solver, a doer and an innovator, known for taking initiative and seeing things through to completion.
- You have experience in government processes, including project management, governance, procurement and contract management.
- You have strong written and verbal communication skills.
- You have exceptional interpersonal and team skills, to work collaboratively across a range of internal and external stakeholders and assist on a range of diverse projects.

Duties

- Liaise, consult and negotiate with Aboriginal and Torres Strait Islander peoples, including Traditional Owner groups, Registered Native Title Body Corporates, Prescribed Body Corporates and government agencies, to facilitate the development and/or implementation of Traditional Use of Marine Resources Agreements.
- Manage and support a range of complex projects, and to lead/participate in project teams to develop, implement and monitor contracts in partnership with Traditional Owners for the

delivery of Traditional Use of Marine Resource Agreements and/or other Marine Park policies and plans.
- Work collaboratively to achieve results by engaging effectively with internal and external stakeholders on both strategic and operational matters, including representing the views of the Reef Authority in a range of meetings and forums.
- Report and provide advice to management on Traditional Owner related issues relevant to Marine Park management and/or on culturally appropriate approaches to Sea Country and Marine Park planning.
- Contribute to and build organisational Traditional Owner knowledge by building and nurturing internal and external relationships to assist the Reef Authority in delivering its goals and objectives.
- Actively participate, as part of a committed team, to the work of the TUMRA Section, including contributing to delivering the broader Reef Authority's corporate objectives, and be responsible for managing work priorities and monitoring progress to achieve results, demonstrating the ability to be agile and responsive to changing requirements.

Eligibility

As this is an affirmative measures process, applicants must be:

- of Aboriginal and/or Torres Strait Islander descent
- an Aboriginal and/or Torres Strait Islander; and
- accepted by their community as being Aboriginal and/or Torres Strait Islander.

Successful applicants will be required to provide evidence that they are an Aboriginal and/or Torres Strait Islander person. Suitable evidence of Aboriginal or Torres Strait Islander status may include:

1. 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
2. confirmation of Aboriginal and/or Torres Strait Islander descent document executed by an Indigenous organisation.

To be eligible for employment , candidates must be an Australian citizen at the time of application.

The position requires a Baseline security clearance. Successful candidates will be required to obtain and maintain a clearance at this level.

The successful candidate will be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service.

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 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 agency.

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Michelle Tapim, 0459 560 355
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0763097

Great Barrier Reef Marine Park Authority

Closing Date:Wednesday 01 October 2025

Corporate Services Business Operations

Job Title	Support Officer - Property Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$69,027 - $75,650
Future Merit Locations	Townsville
Office Arrangement	On Site
Office Arrangement Details	Due to operational requirements, there are no working from home arrangements available for this position.
Classification	APS Level 3
Position Number	1062
Agency Website	

Job Description

https://www2.gbrmpa.gov.au/careers

The Great Barrier Reef Marine Park Authority (the Reef Authority) is a Commonwealth non-corporate entity, and a statutory agency established by the Great Barrier Reef Marine Park Act 1975 (Marine Park Act), reporting to the Minister for the Environment and Water. Our objective is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park.

We are seeking an experienced Support Officer to join the Property and Security team located at the Reef Authority's main office in Townsville. In this role, you'll support the Business Operations team in all aspects of sustainable property management, protective security, and business continuity - delivering a corporate service to the whole-of-agency.

You'll help deliver a range of services aligned with the Reef Authority's sustainable property management requirements. As part of a frontline team, you'll respond to internal and external stakeholder requests, supporting day-to-day operations such as administration of the corporate vehicle fleet, assisting with asset and facilities management, and overall services to Reef Authority staff to enable their day-to-day work.

This is a fully office-based role located in Townsville, where you'll provide frontline services to staff and stakeholders contacting the Reef Authority with a variety of requests. Due to operational requirements, there are no working from home arrangements available for this position.

This position is non-ongoing until 16 October 2026 however through this process may create a merit pool to fill similar ongoing and non-ongoing positions that become available within the next 18 months.

About You

- You can maintain and use workflow and information databases including data entry and data retrieval tasks to support program and project objectives.
- You can exercise independent judgement and resolve issues with a degree of guidance and monitoring from supervisor.
- You can actively cultivate and maintain relationships with internal and external stakeholders.
- You are an excellent communicator, both in written and verbal forms across all agency levels.
- You have previous work experience in similar roles or transferable skills.

Duties

- Facilitate Property Services’ requests and queries across a range of interfaces including shared mailboxes, workflow software, Property Services Provider work order platforms, phone, and in-person requests.
- Review and assist with requests, or escalate as required, such as directing customers to appropriate sections, relocation of small office furniture (e.g. office chairs) or other workstation equipment, directing deliveries, placing requests for maintenance, and escorting contractors and visitors to work areas.
- Perform administrative and functional tasks in relation to the Reef Authority’s fleet vehicles and inventory, including delivering vehicles for detailing, fuelling, charging and maintenance.
- Direct staff to appropriate Property Services’ facilities and training, assist with training packages, and deliver in-person training to staff (such as vehicle and equipment inductions).
- Assist with maintaining security administration documents and day-to-day administrative processes including assistance in the preparation of procurement and finance requests and completing forms and documentation.
- Provide team member support for sustainability initiatives, assist with sizing and issuing corporate uniforms, ordering stationery, and organising postage.
- Demonstrate personal initiative and problem-solving skills in a team environment, a commitment to teamwork, and flexibility in supporting others to within the organisation.
- At times you may be required to undertake hazardous manual tasks including lifting, lowering, pushing, pulling or carrying loads of varying sizes and weights.

Eligibility

The successful candidate will:

- Have a Queensland Driver's licence and be able to drive corporate vehicles including electric vehicles and using electric vehicle charging equipment.
- Be able to travel on occasions to other office sites.

To be eligible for employment, candidates must be an Australian citizen at the time of application.

The position requires a Baseline security clearance. Successful candidates will be required to obtain and maintain a clearance at this level.

The successful candidate will be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service.

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 agency.

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Debrah Koutsoukos, 0499 841 837
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0762880

Indigenous Land and Sea Corporation

Closing Date:Thursday 25 September 2025

People & Capbility
Payroll Program Delivery

Job Title	Payroll Officer
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA
Salary	$103,842 - $115,130
Future Merit Locations	Adelaide
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	0000
Agency Website	

Job Description

https://www.ilsc.gov.au/about/careers/payroll-officer/

We're excited to offer a fantastic opportunity for a Payroll Officer to join our dedicated People & Capability Team in Adelaide on a 2-year contract.

Are you passionate about delivering high quality payroll services and making a real difference behind the scenes?

Under the guidance of the Payroll & HR Reporting Lead, you'll play a vital role in ensuring accurate, timely, and compliant payroll services for the Indigenous Land and Sea Corporation (ILSC) and its subsidiaries, including ILSC Employment.

In this role, you'll do more than just process payroll - you'll help shape the employee experience. Working closely with both HR and Finance teams, you'll contribute to efficient operations, accurate data, and valuable workforce insights that support strategic decision making across the organisation.

You'll also have the opportunity to build your skills in workforce reporting and analytics and act as a trusted backup to the Payroll & HR Reporting Lead during times of leave, making you a key contributor to our team's success.

If you’re detail oriented, proactive, and enjoy working in a collaborative environment where your work has real impact, we’d love to hear from you.

Who are we?

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the *Aboriginal and Torres Strait Islander 2005 Act (Cth) (‘*the Act’) and subject to the *Public Governance, Performance and Accountability Act 2013*. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and fresh water country.

Section/Division:

The People & Capability team plays a pivotal role in empowering the ILSC by actively shaping the organisation’s workforce strategies, fostering continuous growth, and providing guidance and resources for executives and managers in all facets of workforce relations. The team coordinates and manages the Payroll, Human Resources (HR), Work Health and Safety (WHS), Indigenous Employment and Engagement and Learning and Development functions across the ILSC Group to ensure the Group can effectively perform its functions and exercises its powers under the ATSI Act.

Duties

Reporting to the Payroll & HR Reporting Lead, you will:

· Manage end-to-end payroll for the ILSC and its subsidiaries, ensuring accurate and timely payments.

· Identify and resolve payroll discrepancies and issues promptly, escalating complex matters as necessary.

· Ensure compliance with all relevant legislation, awards, and enterprise agreements.

· Handle complex payroll matters including terminations, redundancies, and specialised entitlements.

· Use your HRIS and reporting skills (CHRIS21 experience highly regarded) to analyse data and support improvements.

· Ensure compliance with legislative requirements by preparing and submitting statutory payroll reports, including Single Touch Payroll (STP), payroll tax, superannuation contributions, and compliance audits.

· Back up the Payroll Manager and HR Reporting Lead when needed to keep operations running smoothly.

· Support HR reporting, payroll projects, and process improvements.

· Share knowledge and collaborate with your team to deliver high quality payroll services.

Eligibility

At the ILSC we offer:

More than just a job, we offer you the opportunity to make a real, positive difference to the lives of First Nations peoples. When we return land and water Country to Indigenous ownership, or fund a new Indigenous enterprise or management project, we strengthen and deepen Indigenous connection to Country and advance progress towards self-determination.

Generous leave entitlements and work conditions, including:

- 15.4% superannuation on top of your salary
- Flexible hybrid work environment (2 days WFH)
- Not-For-Profit salary packaging
- Paid leave over the Christmas and New Year's period
- Access to generous parental leave
- Training and development opportunities
- Generous Studies Assistance program

Health and wellbeing programs:

- Healthy Employment Scheme (HES) – An annual allowance towards your wellbeing
- Screen Based Equipment Scheme – Includes eye testing and an allowance towards spectacles
- Free Skin Checks

If you have a passion to drive change and want your work to align with your values to make a real difference, we invite you to apply now and start the conversation.

The preferred applicant will be engaged under the provisions of the ILSC Enterprise Agreement.

TARGETED VACANCY *– This role is open to <u>all</u> applicants, however those who identify as Aboriginal and/or Torres Strait Islander and meet the requirements and are ranked suitable for the role will be given priority consideration in this recruitment process.*

Applications are to include a current CV and covering letter (covering letter to be maximum 2 pages detailing how your skills and experience align with the position profile). Further information may be requested if you are selected for interview. You must be an Australian resident to apply for this role.

If you'd like to find out more, please contact **Jordan Ley – Payroll & HR Reporting Lead on (08) 8100 7147.**

For the position profile and to apply please visit the ILSC Careers page at: https://www.ilsc.gov.au/careers/

Applications close Thursday 25 September 2025.

At the ILSC we're committed to building a diverse and inclusive workplace to ensure our workforce is representative of the communities we support.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply

Notes

About the Indigenous Land and Sea Corporation

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

To Apply

Position Contact	Jordan Ley, 08 8100 7147
Agency Recruitment Site	https://www.ilsc.gov.au/about/careers/payroll-officer/

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Vacancy VN-0763016

Indigenous Land and Sea Corporation

Closing Date:Wednesday 01 October 2025

Finance & ICT

Job Title	Chief Financial Officer (CFO)
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA
Salary	$207,533 - $235,601
Future Merit Locations	Adelaide
Office Arrangement	Work From Home;On Site;Hybrid
Office Arrangement Details	Hybrid
Classification	Senior Executive Service Band 1
Position Number	0000
Agency Website	

Job Description

https://www.ilsc.gov.au/about/careers/chief-financial-officer-cfo/

The Finance and ICT team at the Indigenous Land and Sea Corporation (ILSC) plays a vital role in supporting the organisation through strong financial leadership and reliable, innovative technology.

If you're passionate about finance and technology and want your work to have real impact, we encourage you to join us.

Who are we?

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the Aboriginal and Torres Strait Islander 2005 Act (Cth) ('the Act') and subject to the Public Governance, Performance and Accountability Act 2013. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and fresh water country.

What is the role?

The Chief Financial Officer (CFO) provides executive leadership of the Finance and ICT functions, ensuring strong financial governance, long-term sustainability, and the effective use of technology to enable

business performance. The role partners with the Board, GCEO, and senior leaders to deliver trusted advice, drive organisational efficiency, and support strategic decision-making. As a member of the Executive Leadership Team, the CFO is accountable for financial management, compliance, and reporting, while also leading ICT to deliver secure, reliable, and innovative systems. The role balances stewardship with transformation, driving value creation, embedding digital solutions, and fostering a culture of accountability, service excellence, and continuous improvement.

Duties

Key Responsibilities are:

· Provide proactive financial guidance to the Board, GCEO, and senior leadership to shape ILSC's strategic direction and ensure alignment.

· Lead financial management, including budgeting, forecasting, investment planning, and financial strategy to support decision-making.

· Oversee internal/external reporting, budgeting, financial planning, Annual Financial Statements, Portfolio Budget Statements, and cashflow.

· Ensure compliance with legislation, regulations, and government reporting requirements.

· Oversee external audits and participate in internal finance audits, reporting to the Board and sub-committees.

· Improve financial governance, controls, compliance, and reporting to safeguard assets and support sustainability.

· Oversee ICT in conjunction with the Senior Manager ICT, including strategies, budgets, and continuity planning.

· Manage ICT frameworks to ensure secure, reliable systems and lead technology upgrades that support strategic goals.

· Provide thought leadership and expert advice to the GCEO, Board, and Executive on finance and ICT matters.

· Align finance and ICT strategies with ILSC's long-term strategic priorities.

· Champion collaboration, accountability, and continuous improvement across finance and non-finance teams.

· Lead high performing Finance and ICT teams, ensuring efficient, effective, and budget compliant service delivery.

· Represent ILSC in internal and external stakeholder engagements and public forums as required.

· Oversee Finance and ICT fraud prevention, ensuring staff understand obligations.

· Identify governance and performance recommendations to strengthen the organisation.

Qualifications

Bachelor's degree in Accounting, Finance, Economics, Business, or Commerce (essential)

CA/CPA qualification (or equivalent)

Eligibility

At the ILSC we offer:

More than just a job. We offer you the opportunity to make a real, positive difference to the lives of First Nations peoples. When we return land and water Country to Indigenous ownership, or fund a new Indigenous enterprise or management project, we strengthen and deepen Indigenous connection to Country and advance progress towards self-determination.

Generous leave entitlements and work conditions, including:

- 15.4% superannuation on top of your salary
- Flexible hybrid work environment (2 days WFH)
- Not-For-Profit salary packaging
- Paid leave over the Christmas and New Year's period
- Access to generous parental leave
- Training and development opportunities
- Generous Studies Assistance program

Health and wellbeing programs:

- Healthy Employment Scheme (HES) – An annual allowance towards your wellbeing
- Screen Based Equipment Scheme – Includes eye testing and an allowance towards spectacles
- Free Skin Checks

If you have a passion to drive change and want your work to align with your values to make a real difference, we invite you to apply now and start the conversation.

The preferred applicant will be engaged under the provisions of the ILSC Enterprise Agreement.

TARGETED VACANCY *– This role is open to <u>all</u> applicants, however those who identify as Aboriginal and/or Torres Strait Islander and meet the requirements and are ranked suitable for the role will be given priority consideration in this recruitment process.*

Applications are to include a current CV and covering letter (covering letter to be maximum 2 pages detailing how your skills and experience align with the position profile). Further information may be requested if you are selected for interview. You must be an Australian resident to apply for this role.

If you'd like to find out more, please contact **Jennifer Hyde – Manager, People & Capability on (08) 8100 7166.**

Applications close Wednesday 1 October 2025.

At the ILSC we're committed to building a diverse and inclusive workplace to ensure our workforce is representative of the communities we support.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply

Notes

About the Indigenous Land and Sea Corporation

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

To Apply

Position Contact	Jennifer Hyde, 08 8100 7166
Agency Recruitment Site	https://www.ilsc.gov.au/about/careers/chief-financial-officer-cfo/

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Vacancy VN-0763066

National Heavy Vehicle Regulator

Closing Date:Friday 26 September 2025

Safety & Productivity
Policy

Job Title	Policy Advisor
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$125,747 - $125,747
Future Merit Locations	Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	
Position Number	Multiple
Agency Website	

Job Description

https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?c=apply&sJobIDs=493163&SourceTypeI

Duties

About the role

Based at our Newstead office, the Policy Advisor will support the Manager, Strategic Policy to shape and deliver legislative, strategic and policy priorities related to national heavy vehicle reform.

Key responsibilities of this role are: (but not limited to)

- Research, draft and collaborate on policy documentation.
- Provide evidence-based policy advice to support informed decision-making on a range of legislative, strategic and operational policy matters.
- Prepare a range of written papers including, policy position papers and options, reports, procedural documentation, and other correspondence.
- Liaise and consult with government agencies (federal, state and local), industry, community and other stakeholders on strategic or operational matters.

- Conduct research and analyse complex data, issues and trends. Proactively contribute to the development, implementation, evaluation and continued improvement of strategic policy and legislative frameworks.

Our Strategic Policy team are instrumental in setting regulatory strategy, policy and standards to enhance the safety and productivity of the heavy vehicle industry across Australia.

To learn more, the position description can be found on NHVR Careers.

Eligibility

About You

To be successful in this role you will possess:

- Previous Policy Advisor experience or related role within a similar environment.
- Demonstrated experience with high levels of written, oral and interpersonal communication skills.
- Demonstrated knowledge of the policy development cycle and its application within a regulatory environment.
- Demonstrated ability to effectively manage projects to deliver timely and effective results in a dynamic environment with competing priorities.
- Demonstrated fundamental skills in research, analysis and problem-solving.

Why join us?

The National Heavy Vehicle Regulator (NHVR) commenced operations in 2013 as the national entity responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass. The NHVR minimises the compliance burden on the heavy vehicle transport industry, reduces duplication and inconsistences across state and territory borders, and ultimately for the heavy vehicle business with government in Australia.

We are headquartered in Brisbane and employ more than 1000 people across the ACT, New South Wales, Queensland, South Australia, Tasmania and Victoria.

We offer

- A competitive salary package of **$125,747.48** + superannuation
- Options for monthly or fortnightly rostered day off.
- Additional paid leave over Christmas closure.
- Hybrid working environment – up to 2 days from home.
- Up to15.25% superannuation through a co-contribution scheme
- Leave loading 17.5%
- Wellbeing programs – discounted fitness through Fitness Passport, Discount health insurance, flu vaccine, financial programs including discounted banking products, finance information sessions.
- Salary packaging options including novated lease.
- Discounted IT products including Microsoft and free family password security plan.
- Ongoing training and professional development support

Application Process

Please apply with your CV and cover letter addressing the essential requirements of the role.

Applications close: 26th September 2025 (applications may close earlier than the listed closing date if suitable candidate/s are identified prior).

If you have any questions, please don't hesitate to contact the NHVR recruitment team on recruitment@nhvr.gov.au.

Successful applicants will be required to complete standard pre-employment checks including a national police and work rights check.

Please Note: We will not require any support from Recruitment Agencies at this time and kindly request no contact is made. Only direct applications will be considered.

We are committed to being an inclusive, diverse and flexible workplace where differences are valued. We welcome applications from people of all backgrounds, experience and abilities.

Notes

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

About the National Heavy Vehicle Regulator

The National Heavy Vehicle Regulator (NHVR) commenced operations in 2013 as a national entity responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass. The NHVR minimises the compliance burden on the heavy vehicle transport industry, reduces duplication and inconsistencies across state and territory borders, and ultimately for the heavy vehicle business with government in Australia. We are headquartered in Brisbane and employ more than 900 people across the ACT, New South Wales, Queensland, South Australia, Tasmania and Victoria.

To Apply

Position Contact	Amy Conroy, 07 3309 3761
Agency Recruitment Site	https://secure.dc2.pageuppeople.com/apply/1123/gateway/Default.aspx?

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Vacancy VN-0762844

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Tuesday 30 September 2025

Strategic Communications and Engagement Directorate
Perth

Job Title	Senior Communications and Stakeholder Relations Adviser
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$98,899 - $113,027
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Working predominantly in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	APS Level 5
Position Number	13191
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.

We are seeking an experienced dynamic Senior Communications and Stakeholder Relations Adviser to join the Communications and External Affairs Team in our Perth Office.

Role:

Reporting to the Assistant Director – Communications and External Affairs, this role will support a range of communications, media, and stakeholder relations activities. You will work closely with internal and external stakeholders to build and maintain effective, professional relationships and drive key projects, offering creative solutions, project support and communication guidance.

Why work for NOPSEMA?

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

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

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

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

If you are an experienced communications professional apply now and take the next step in your career with these exciting opportunities.

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

Duties

Key Responsibilities:

As a skilled Communications and Stakeholder Relations Adviser, you will write and draft a wide variety of content for NOPSEMA, both externally and internally.

You will be responsible for preparing electronic and print communications including media releases, brochures, presentations, newsletter articles and regulatory publications.

You will support Ministerial and Parliamentary enquires and prepare corporate publications.

You will undertake media monitoring, identify emerging issues, produce internal media reports and manage media enquiries and records.

The successful applicant will execute event management services, including logistical support for exhibits and events, preparing business cases, budget management, developing agendas, invitee lists, sourcing suitable venues for conferences, workshops, seminars, and forums and managing key relationships with venue and service providers and suppliers.

We would like to hear from you if:

You have experience using a variety of internal and external communication channels and preparing written communication that is appropriate and tailored for the intended audience.

You have exceptional interpersonal, written, and verbal communications skills and the ability to think creatively and be proactive in keeping abreast of emerging issues.

You can work collaboratively within a team and demonstrate flexibility in managing competing priorities in a vibrant environment.

You can identify stakeholder needs and expectations, determine appropriate action and respond accordingly.

You possess tertiary qualifications in communications or a related discipline.

Eligibility

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

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

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

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

This position is open to Australian citizens only.

You will be expected to be available for contact outside of ordinary working hours except when it would be reasonable to refuse to do so.

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 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 Adviser, (08) 6188 8778
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Vacancy VN-0762859

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Tuesday 30 September 2025

Offshore Renewables Regulation Directorate
Perth/Melbourne

Job Title	Principal Advisor - Offshore Renewables, Work Health and Safety
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Melbourne VIC
Salary	$155,411 - $192,713
Future Merit Locations	Perth, Melbourne
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Working predominantly in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	Executive Level 1
Position Number	13467
Agency Website	https://www.nopsema.gov.au/

Job Description

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

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

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

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

We are currently looking for a Principal Advisor – Offshore Renewables, Work Health and Safety to develop, support and deliver regulatory implementation in accordance with the Offshore Electricity Infrastructure (OEI) Act 2021 framework. If you want to make a difference to the offshore renewables transformation, come and join us in delivering effective, leading practice regulation of Australia’s offshore renewables industry.

Role:

You will join a Perth or Melbourne based collaborative team working to deliver the functions of the Offshore Infrastructure Regulator.

You will lead and contribute to the development of frameworks, policies, processes and procedures to support effective regulation in line with the requirements of the Offshore Electricity Infrastructure Act 2021 (OEI Act) and its regulations.

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.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment 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

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

This position will perform a critical role in establishing and implementing the approach to regulation of work health and safety in the offshore renewable energy sector.

You will bring subject matter expertise in the implementation and administration of laws under the Work Health and Safety Act 2011 (Cth) or similar harmonised WHS framework.

You will also engage and collaborate with internal and external industry and government stakeholders to enable and effectively regulate the emerging offshore renewables sector.

In this role, you will also assist in the coordination and delivery of assessments, inspections and investigations.

About you:

To be successful in this role, you will demonstrate:

- Experience in implementing, administering and/or regulating WHS frameworks.

- Expertise in developing guidance and operating procedures to facilitate regulation of activities.

- Well-developed written communication skills.

- Ability to lead delivery of high-quality work within short timeframes.

- Knowledge of OEI Act and health and safety laws in large scale, complex industries.

- Hold tertiary qualifications and/or 5-10 years' experience in government, public policy and administration or the private sector with WHS focus.

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 health, character and declaration of conflict of interest.

OIR 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 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 Adviser, (08) 6188 8778
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Vacancy VN-0762862

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Tuesday 30 September 2025

Offshore Renewables Regulation Directorate
Perth, Melbourne

Job Title	Principal Advisor - Offshore Renewables
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Perth WA
Salary	$155,411 - $192,713
Future Merit Locations	Melbourne, Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Working predominantly in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	Executive Level 1
Position Number	13468, 13469
Agency Website	https://www.nopsema.gov.au/

Job Description

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

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural integrity, well integrity and environmental management for all offshore energy operations and greenhouse gas storage

activities in Commonwealth waters, and in coastal waters where regulatory powers and functions have been conferred.

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

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

We are currently looking for Principal Advisors to develop, support and deliver regulatory implementation in accordance with the Offshore Electricity Infrastructure (OEI) Act Framework.

If you want to make a difference to the offshore renewables transformation, come and join us in delivering effective, leading practice regulation of Australia’s offshore renewables industry.

About the roles:

You will join a Perth or Melbourne based collaborative team working to deliver the functions of the Offshore Infrastructure Regulator.

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

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

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

Duties

You will lead and contribute to the development of frameworks, policies, processes and procedures to support effective regulation in line with the requirements of the Offshore Electricity Infrastructure Act 2021 (OEI Act) and its regulations.

You will engage and collaborate with internal and external industry and government stakeholders to enable and effectively regulate the emerging offshore renewables sector.

In this role, you will also assist in the coordination and delivery of assessments, inspections and investigations.

About you:

To be successful in these roles, you will demonstrate:

- Experience in implementing, administering and/or operating under regulatory frameworks relevant to WHS, infrastructure integrity, environmental management and/or financial securities in the offshore resources or renewables sectors.

- Expertise in developing guidance and operating procedures to facilitate regulatory and/or business operations.

- Experience in providing advice on regulatory requirements to facilitate resolution of complex problems.

- Knowledge of the OEI Act and/or regulatory frameworks.

- Hold tertiary qualifications and/or 5-10 years' experience in government, public policy and administration or the private sector with a focus on WHS, infrastructure integrity and environmental management.

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 health, character and declaration of conflict of interest.

OIR 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 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 Adviser, (08) 6188 8778
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Vacancy VN-0762845

National Portrait Gallery of Australia

Closing Date:Monday 22 September 2025

Access & Learning

Job Title	Program Coordinator
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$96,236 - $112,919
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 6
Position Number	7354
Agency Website	https://www.portrait.gov.au/

Job Description

https://www.portrait.gov.au/content/employment/

The Position

The Gallery seeks a skilled and motivated professional to lead the development and delivery of innovative learning and public engagement programs that reflect the Gallery's commitment to creativity, inclusivity, and audience connection.

Reporting to the Head, Education and Creative Engagement, this role sits within the Access and Learning section and works collaboratively across the Gallery to enhance visitor experience through dynamic, high-quality programming. The Education & Engagement Coordinator plays a pivotal role in shaping audience engagement with the National Collection and temporary exhibitions.

This position is responsible for the strategic coordination and hands-on delivery of education and public engagement programs, resources, and associated administrative functions. It supports a broad range of audience segments, including schools, families, young people, adult learners, and communities with specific access needs. The role requires active involvement in on-ground program delivery, including professional learning for educators and public-facing engagement. The successful candidate will demonstrate strong leadership, project management, and stakeholder engagement skills to deliver impactful and memorable experiences for all visitors.

Duties

Specific Tasks

1. Design, coordinate, and deliver innovative public engagement programs, including associated resources and administrative processes, that enrich exhibitions and position the Gallery as a leader in audience engagement.
2. Contribute to the development and delivery of engaging education programs that strengthen school engagement with the Gallery, including leading targeted professional learning initiatives for educators.
3. Coordinate the delivery team by setting priorities, managing workflow, and allocating resources to ensure high-quality outputs aligned with section objectives.
4. Collaborate across Gallery sections and with external stakeholders to plan and deliver large scale programs, including preparing schedules, budgets, briefs, ideating concepts, identifying talent, managing logistics and co-ordinate risk assessments.
5. Monitor and evaluate program outcomes using audience data and analytics to inform continuous improvement and strategic planning.
6. Provide line management for delivery staff, including supervision, performance management, and professional development to ensure consistent, high-quality program delivery.

Eligibility

Selection Criteria

1. Demonstrated experience in developing, delivering, and evaluating education and public programs for diverse audiences, including adults, children and family groups, students and teachers and communities with specific access needs.
2. Strong understanding of audience engagement methodologies, audience segmentation, and sector trends in public and educational engagement within cultural settings
3. Demonstrated ability to manage multiple projects concurrently, ensuring delivery on time and within budget. This includes effectively coordinating resources, staff, schedules, and priorities to meet program objectives. Highly developed interpersonal and communication skills, including the ability to build and sustain productive relationships, negotiate effectively with stakeholders and applies sound judgement in decision-making
4. Demonstrated commitment to maintain a child safe and child friendly environment, with skills that enhance children’s positive engagement in the Gallery.
5. Demonstrated stewardship of the Gallery’s and the Australian Public Service Values, Code of Conduct and Work Health and Safety principles and practices.

Industry specific:

- Qualifications or experience in either the visual arts, Australian history, museum studies and/or education are desirable.

- Knowledge and/or experience working in a cultural agency with an understanding of portraiture is desirable.

Notes

Applicant information

In no more than two A4 pages, please tell us how your skills, knowledge, experience and qualifications make you the best person for this job.

Email your application, a current CV and the application coversheet to hrservices@npg.gov.au by the deadline listed below.
Applications close midnight Monday 22 September 2025.

If you need more information, please get in touch with Alana Sivell on 02 6102 7073 or by email at alana.sivell@npg.gov.au

About the National Portrait Gallery of Australia

We acknowledge the Ngunnawal and Ngambri peoples, the Traditional Custodians of the Canberra region, upon whose lands the National Portrait Gallery stands. The National Portrait Gallery reflects the face of Australia and increases understanding and appreciation of Australian people and their stories through the art of portraiture. Guided by our values of creativity, innovation, inclusivity and integrity, our purpose is to develop a national portrait collection and provide the broadest possible access to all Australians. We do this through presenting engaging exhibitions and live and educational programs onsite in our award-winning building in Canberra, offsite across Australia, and on demand. The Gallery is a dynamic and inclusive workplace and recognises the great contribution of our team. We're committed to the health, safety and wellbeing of our team and our visitors, and to sustaining a safe workplace and inclusive culture. We support flexible working practices, including working from home, and respect family and caring responsibilities. The Gallery is committed to equal opportunity and diversity. We welcome applications from First Nations people, LGBTQIA+ people, people with a disability, and people from culturally and linguistically diverse backgrounds.

To Apply

Position Contact	Alana Sivell, 02 6102 7073
Agency Recruitment Site	https://www.portrait.gov.au/content/employment/

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Vacancy VN-0762917

Office of National Intelligence

Closing Date:Sunday 28 September 2025

Job Title	Director of Training, National Intelligence Academy
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	-
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	Executive Level 2
Position Number	Various
Agency Website	

Job Description

https://onicareers.nga.net.au

The Role

As an Executive Level 2 (EL2) in the National Intelligence Academy (NIA), no day will be the same. You will lead the strategic direction of the Training Team, driving innovation in curriculum design and delivery. The team has a range of functions, including curriculum and course design, training delivery, quality assurance, stakeholder outreach and engagement.

You will be directly impacting the ability of the National Intelligence Community (NIC) to protect and advance Australia’s interests.

If you are a strategic individual with strong leadership skills, you like variety in your work, and you have a passion for building a culture of continuous learning, then you are who we are looking for.

Duties

Our ideal candidate would have:

- Extensive experience in leading learning and development teams to achieve high quality outcomes, along with facilitation and training delivery experience.
- The ability to apply critical thinking and sound judgment to the development of learning content, improvements to course content, delivery methods, business systems and other processes.
- Excellent liaison skills, with the ability to work with, lead and positively influence colleagues and external stakeholders.
- Demonstrated ability to lead and manage diverse teams responsible for a range of long-term projects and daily deliverables.
- Excellent written and verbal communication skills.

Desirable attributes:

- Tertiary qualifications and/or extensive experience in education or learning and development roles.
- Security clearance of TSPA/TSPV.
- A deep understanding of the NIC and the strategic context that drives the NIA’s mission to deliver core and common skills and enhance community and interoperability within the NIC.

Eligibility

Am I eligible to apply?

You must be an Australian citizen.

Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your

job application.

You must have a checkable background.

Note: we must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12 months or more spent outside Australia.

You must be willing to undergo a comprehensive security clearance suitability assessment.

Note: ‘willing to undergo’ means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

About the Office of National Intelligence

To Apply

Position Contact	recruit@oni.gov.au, recruit@oni.gov.au
Agency Recruitment Site	https://onicareers.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0762915

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Friday 10 October 2025

Job Title	Assistant Director Chemical Review
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Armidale NSW
Salary	$126,984 - $144,236
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	11353
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

Are you passionate about engaging with stakeholders from across the Australian agricultural and veterinary sectors? Are you looking to develop your risk assessment and risk management skills with a government regulatory agency?

The APVMA’s Science and Assurance program is seeking applications for Assistant Director Chemical Review. Use your scientific knowledge and regulatory experience to help the APVMA protect the health and safety of people, animals and the environment, and to support primary industries, biosecurity and international trade for all Australians.

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 the opportunity to further develop your risk assessment and risk management skills working alongside world-leading regulatory scientists.

Duties

Key responsibilities may include:

- Manage projects related to the reconsideration of specific agricultural and veterinary chemicals and make risk-based recommendations.
- Evaluate scientific and/or technical evidence and apply principles of risk management in matters related to agricultural and veterinary chemicals.
- Ensure compliance with legislation, government decision-making processes and APVMA guidelines and regulations.
- Manage stakeholders through change, resolving conflict and managing sensitivities.
- Supervise and manage a small team and provide expert advice and assistance to team members performing technical or professional work.
- Prepare briefing material and detailed decision documents for senior staff and state and commonwealth government departments and Ministers.
- Exercise delegated decision making authority and responsibilities and ensure adherence to legal requirements and operational policies.

Eligibility

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

Essential:

1. Tertiary qualifications in agricultural, biological, chemical, or veterinary science.
2. Demonstrated ability to apply expert interpretation and analysis, and consider precedent, legislation, and policies and guidelines to make recommendations in regulatory situations involving a high level of complexity and sensitivity.
3. Demonstrated experience in preparing high-quality written materials for a broad range of audiences, such as scientific reports, documents for public consultation, and briefings to senior management.
4. Experience leading a small team working on projects of a technical and specialised nature.
5. Well-developed and demonstrated ability to manage complex and sensitive stakeholder relationships, to work together to identify opportunities and facilitate cooperation to achieve outcomes and resolve complex issues.

Desirable:

- Post-graduate qualifications or relevant experience in scientific or technical disciplines.
- Relevant experience with Australian agriculture or in a regulatory environment.

Notes

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

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Nial Gursanscky, 02 6770 2521
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

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Agriculture, Water and the Environment

Vacancy VN-0762760

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 24 September 2025

Biosecurity Strategy & Reform
Risk, Intelligence & Strategy Biosecurity System Modelling

Job Title	Data Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Mickleham VIC, Perth WA, Sydney NSW, Hobart TAS
Salary	$95,438 - $108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA, Hobart
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 6
Position Number	2025/2908
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Biosecurity Strategy and Reform Division**'s focus is on protecting Australia from increasing biosecurity risks to agriculture, the environment and our way of life by continuously improving the national biosecurity system, providing quality, evidence-based policy advice and reform agendas to the department executive, Minister and Australian Government and working closely with our internal and external stakeholders. The division supports the operation and improvement of the biosecurity system by providing innovation, data, reporting, policy reform, coordination, intelligence, risk modelling and strategic advice.

The **Risk, Intelligence and Strategy Branch** is responsible for supporting and enhancing strategic decision-making through intelligence analysis, risk modelling and analysis, governance practices and modern biosecurity legislation. This branch is responsible for supporting the Biosecurity and Compliance Group to identify the next horizon of risks, threats and disruptions. It is also developing frameworks to enable strategic thinking to be embedded within line areas.

The **Biosecurity System Modelling Section** works at the interface of analytics, modelling, and biosecurity policy. We develop solutions to model how biosecurity in Australia is performing at a whole-of-system level. We collaborate broadly, both with internal policy areas and external experts in biosecurity modelling.

Duties

The Job

You will lead data-driven analysis and engage with experts and stakeholders across the department to strengthen risk modelling and resource planning within the biosecurity system. In this role you will:

- Develop and enhance a model of biosecurity expenditure using R/RStudio
- Source, integrate, and prepare data from departmental databases and external sources to support risk modelling.
- Build and maintain strong relationships with policy teams, technical experts, senior leaders, and other stakeholders to improve data quality, refine models, and align outputs with end-user needs.
- Communicate insights through data visualisation and clear written and verbal explanations of data sources, methods and results.
- Apply robust version control and documentation practices.
- Collaborate on cross-functional modelling projects led by the section.

Eligibility

What we are looking for

Knowledge and experience

• Experience analysing financial data.

• Experience dealing with incomplete and uncertain datasets, including large administrative datasets.

• An interest in working at the interface of modelling and policy.

• Familiarity with Australia's biosecurity system.

• Knowledge of best practices for handling and storing confidential and sensitive data.

• Experience in geospatial data analysis, statistics and/or data science would be desirable, but not essential.

Mandatory qualifications

A tertiary level qualification in computer science, statistics, social or natural science, or equivalent experience.

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 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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Mitchell Porter, 0403 075 813
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0762814

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 03 October 2025

Plant Protection and Environmental Biosecurity
Plant Health Policy Diagnostics and Research

Job Title	National Protocols Coordinator
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$95,438 - $108,360
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	Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 6
Position Number	2025/3121
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Plant Health Policy Branch** provides a national focal point for plant biosecurity issues within Australia and has responsibility for the national leadership in managing Australia's plant health. The work of the branch underpins biosecurity and helps to open new, and maintain existing, domestic and international markets for Australian plant industries. This is achieved by; providing focus for national and international plant biosecurity activities; preparing for and coordinating national responses to plant pests and exotic weeds; promoting reform of the plant biosecurity system; improving plant health capacity and capabilities in near-neighbour countries and trading partners; domestically improving national surveillance and diagnostic capability and capacity; and assisting the department to meet national and international obligations and influencing plant health policies.

The **Diagnostics and Research Section** covers both departmental and national diagnostic-related policy and project work, as well as scientific support and research coordination. The Section’s focus is on building, maintaining and advancing plant health diagnostics capability and capacity to support management of nationally significant pests and diseases; as well as

coordination of international scientific and technical collaboration in plant biosecurity, and facilitating the identification and sharing of expertise, tools and technologies.

Duties

The Job

The National Protocols Coordinator has primary responsibility for coordinating the development, review and verification of national diagnostic and surveillance protocols under the direction of Plant Health Committee's Subcommittee on Plant Health Diagnostics (SPHD) and Subcommittee on National Plant Health Surveillance (SNPHS).

A National Diagnostic Protocol is the nationally agreed diagnostic standard that contains detailed information about a specific plant pest or group of plant pests relevant to its diagnosis. A National Surveillance Protocol is a technical reference guide for conducting surveillance on a specific plant pest or group of plant pests.

This is a critical national position that will work across governments and industry stakeholders to deliver technical standards that support national biosecurity. The position is funded by the Australian and state and territory governments and works closely with the National Networks Coordinator to drive activities that support the National Plant Biosecurity Diagnostic Network (NPBDN) and the Plant Surveillance Network Australasia-Pacific (PSNAP).

The key duties of this position include, but not limited to:

- coordinating the delivery, review and endorsement of national diagnostic and surveillance protocols
- working with national committees and other stakeholders to identify priorities for protocol development and technical experts that could be contracted to develop/review these protocols and reporting to stakeholders on these activities
- ensuring continued alignment of Australia's processes for developing protocols to minimum of international standards and/or international best practice
- developing communication materials to support the development, use and promotion of national protocols, including drafting of news articles and presentations to national forums as appropriate
- providing advice on national capability development activities and/or training needs to ensure appropriate use and adoption of the protocols
- managing procurement arrangements associated with diagnostic and surveillance protocol development, review and verification activities in accordance with departmental and whole of government policies.

Please note:

- The successful applicant must be able to travel interstate as part of the job role.
- This recruitment process will initially be used to fill **one vacancy on an ongoing basis**, and the role may be able to be performed from any of the DAFF office locations.

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

Flexible working arrangements

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will be able to demonstrate:

- Knowledge and experience in plant health diagnostics and/or plant health surveillance.
- Experience presenting technical materials to scientific audiences and interpreting and clearly explaining complex technical information.

Mandatory qualifications

- Tertiary qualifications in Agricultural Science, Plant Science or other relevant discipline.

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 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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kath De Boer, 02 5156 5658
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0762819

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 03 October 2025

Plant Protection and Environmental Biosecurity
Plant Health Policy Diagnostics and Research

Job Title	National Networks Coordinator
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$95,438 - $108,360
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	Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 6
Position Number	2025/3122
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Plant Health Policy Branch** provides a national focal point for plant biosecurity issues within Australia and has responsibility for the national leadership in managing Australia's plant health. The work of the branch underpins biosecurity and helps to open new, and maintain existing, domestic and international markets for Australian plant industries. This is achieved by; providing focus for national and international plant biosecurity activities; preparing for and coordinating national responses to plant pests and exotic weeds; promoting reform of the plant biosecurity system; improving plant health capacity and capabilities in near-neighbour countries and trading

partners; domestically improving national surveillance and diagnostic capability and capacity; and assisting the department to meet national and international obligations and influencing plant health policies.

The **Diagnostics and Research Section** covers both departmental and national diagnostic-related policy and project work, as well as scientific support and research coordination. The Section's focus is on building, maintaining and advancing plant health diagnostics capability and capacity to support management of nationally significant pests and diseases; as well as coordination of international scientific and technical collaboration in plant biosecurity, and facilitating the identification and sharing of expertise, tools and technologies.

Duties

The Job

The National Networks Coordinator is the key contact point for the National Plant Biosecurity Diagnostic Network (NPBDN) and the Plant Surveillance Network Australasia-Pacific (PSNAP) and works under the direction of Plant Health Committee's Subcommittee on Plant Health Diagnostics (SPHD) and Subcommittee on National Plant Health Surveillance (SNPHS).

This role was established to foster and facilitate NPBDN and PSNAP as well as additional activities, such as national capability building initiatives and annual network workshops. These networks are critical to maintain and enhance our national plant health diagnostic and surveillance people capability.

This national position is funded by the Australian and state and territory governments to ensure continuity and delivery of key plant health biosecurity system functions.

The key duties of this position include, but not limited to:

- coordinating and supporting the activities of the National Plant Biosecurity Diagnostics Network (NPBDN) and the Plant Surveillance Network Australasia-Pacific (PSNAP)
- supporting the planning and delivery of technical workshops and initiatives that build national capability in plant pest diagnostics and surveillance
- actively promoting the networks and fostering expansion of membership, including international and domestic connections
- developing and facilitating implementation of national capability plans for diagnostics and surveillance
- identifying opportunities to maximise benefit and value for money from national capability activities such as residential programs and training courses
- developing appropriate communication materials to support the objectives of the networks.
- administering, maintaining, and improving the NPBDN and PSNAP websites and managing procurement arrangements associated with the websites
- developing and sustaining linkages to the national surveillance and diagnostic committees and working groups and regularly reporting to these groups (as cost sharing partners).

Please note:

- The successful applicant must be able to travel interstate as part of the job role.
- This recruitment process will initially be used to fill **one vacancy on an ongoing basis**, and the role may be able to be performed from any of the DAFF office locations.
- The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Flexible working arrangements

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will be able to demonstrate:

- strong understanding of Australia's national biosecurity system
- experience in event planning and management
- proven experience in managing projects, including planning, delivery, monitoring and the evaluation of outcomes
- experience coordinating activities across multiple teams or stakeholders to support national priorities.

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 agency.

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Annelies McGaw, 0482 129 260
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0762822

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 26 September 2025

Biosecurity Operations
Cargo Operations South & Detector Dogs Detector Dog Operations

Job Title	Detector Dog Technical Supervisor
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Perth WA, Melbourne VIC
Salary	$84,794 - $93,020
Future Merit Locations	Various locations - NSW, Various locations - WA, Various locations - QLD
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	2025/3136
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 Biosecurity Operations Division and the departments' goal.

Detector Dog Operations provides detector dogs and their handlers with the capability to screen imported goods for biosecurity risk material. These services are delivered nationwide, with technical supervisors leading teams to ensure the proficiency of both handlers and dogs is consistently maintained and deployment across multiple pathways is in alignment with the department's business objectives.

We deliver biosecurity and imported food regulatory activities to ensure goods, conveyances, travellers and mail meet Australia's import requirements. We are responsible for operational policy and front-line regulatory control settings to manage biosecurity and imported food risk, through the delivery of screening, assessment and inspection activities, and stakeholder engagement and client contact services.

Cargo Operations South and Detector Dogs Branch delivers regulatory assessment and inspections of goods, across the biosecurity continuum (offshore, at the border and onshore) to verify compliance with Australia's biosecurity and imported food requirements and has a presence in Victoria and Tasmania. The branch is also responsible for national delivery of client contact services, along with biosecurity detector dog program policy, training, and operations

Duties

This is where you play an important role.

The Detector Dog Technical Supervisor is a pivotal leadership role within the Detector Dog Operations, responsible for managing and providing technical support to detector dog handlers who safeguard Australia’s biosecurity through the detection of risk items in international travellers, mail and cargo.

As a member of the leadership team, the supervisor contributes to business planning, operational decision-making, and continuous improvement initiatives. They play a key role in aligning frontline operations with broader departmental objectives and strengthening national capability.

Key responsibilities of a Detector Dog Technical Supervisor include but are not limited to:

- Lead and manage the day-to-day operations of a detector dog team in a dynamic regulatory environment, ensuring operational effectiveness and alignment with departmental requirements.
- Supervise and develop handlers and dogs, providing guidance, feedback and oversight to maintain welfare, proficiency, and deployment readiness.
- Apply relevant legislation, policy and biosecurity frameworks while continually developing and maintaining your own skills as both a handler and supervisor.
- Foster a positive team culture that promotes engagement, safety, inclusiveness, respect and continuous professional growth.
- Maintain contemporary expertise in detector dog training principles and their application within a regulatory context, applying this knowledge to guide operational practice.
- Oversee and coordinate training schedules to strengthen workforce capability and ensure readiness to respond to emerging biosecurity risks.

- Communicate and collaborate effectively with internal and external stakeholders, negotiating and resolving operational issues in a professional manner
- Exercise sound judgement and delegations in managing day to day operations, escalating complex or sensitive matters as required.
- Provide accurate and timely advice on matters relating to detector dog care, management and deployment.
- Undertake quality assurance of records and data, ensuring accuracy, accountability and compliance with departmental standards.
- Contribute to national leadership priorities, working closely with Detector Dog Operations leadership, capability programs and operational areas to deliver initiatives, and projects.
- Prepare high-quality reports, briefs and documentation to support strategic planning.
- Model APS Values and Code of Conduct, actively promoting a safe and respectful workplace and Work Health and Safety principles and practices.

Click here to see what it's like to work as one of our Detector Dog handlers and to find out more about Biosecurity.

Please note that this recruitment process will initially be used to fill five (5) vacancies in the section and that the role may be able to be performed from either 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 vacancies in the branch where the duties are of a similar nature.

Eligibility

Our ideal candidate will have:

- Experience or demonstratable knowledge in animal husbandry, handling, or training. This includes an understanding of animal behaviour, welfare and care.
- Operational biosecurity awareness - knowledge of or the ability to quickly acquire knowledge of the department's role in delivering national biosecurity operations.
- Regulatory and compliance orientation – an understanding of risk management principles and the importance of regulatory compliance in protecting Australia from biosecurity threats.
- Proven ability to apply specialised knowledge and technical expertise to deliver high quality outcomes and strengthen operational effectiveness.
- Demonstrated ability to lead, develop and manage individual and team performance.
- Skilled in managing competing priorities, adapting to change, and optimising individual and team capability to meet service delivery standards.
- Strong written and verbal communication skills, with the ability to tailor style and approach to engage effectively with diverse stakeholders in a regulatory environment.
- Proficient in gathering and analysing information, identifying issues and applying sound judgement in relation to regulations and guidelines.
- Capable of assessing and interpreting data, to draw meaningful conclusions that inform regulatory decisions, operational strategies and continuous improvement.
- Ability to maintain and apply a comprehensive understanding of relevant legislation, policy frameworks and their operational implications.
- Strong ability to foster a cooperative and supportive working environment, building effective relationships across teams and stakeholders.
- Strong digital literacy skills, with the ability to effectively use the department's systems, tools and devices.

- Demonstrated capability to contribute to, promote, and successfully implement business change initiatives while encouraging a culture of professionalism and continuous improvement.

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 agency.

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	DDO Recruitment, N/A
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0762825

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 26 September 2025

Biosecurity Operations
Cargo Operations South & Detector Dogs Detector Dog Operations

Job Title	Detector Dog Handler
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Brisbane QLD, Darwin NT, Melbourne VIC, Perth WA
Salary	$77,728 - $84,619
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 4
Position Number	2025/3135
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 Biosecurity Operations Division and the departments' goal.

Detector Dog Operations provides detector dogs and their handlers with the capability to screen imported goods for biosecurity risk material. These services are delivered nationwide, with technical supervisors leading teams to ensure the proficiency of both handlers and dogs is consistently maintained and deployment across multiple pathways in alignment with the department's business objectives.

We deliver biosecurity and imported food regulatory activities to ensure goods, conveyances, travellers and mail meet Australia's import requirements. We are responsible for operational policy and front-line regulatory control settings to manage biosecurity and imported food risk, through the delivery of screening, assessment and inspection activities, and stakeholder engagement and client contact services.

Cargo Operations South and Detector Dogs Branch delivers regulatory assessment and inspections of goods, across the biosecurity continuum (offshore, at the border and onshore) to verify compliance with Australia's biosecurity and imported food requirements and has a presence in Victoria and Tasmania. The branch is also responsible for national delivery of client contact services, along with biosecurity detector dog program policy, training, and operations

Duties

This is where you play an important role.

Our detector dog handlers play a critical role in protecting Australia's biosecurity by working in partnership with an assigned detector dog(s) to screen international travellers, mail and cargo for potential biosecurity risks.

The role combines specialist dog handling and training responsibilities with broader biosecurity officer duties.

Key responsibilities of a Detector Dog Handler include but are not limited to:

- Handle, train and care for your assigned detector dog(s), ensuring their health, welfare, and operational proficiency in screening international travellers, mail, and cargo.
- Conduct regular training exercises to maintain and enhance detector dog performance.
- Develop and maintain your own skills as a handler and biosecurity officer.
- Maintain accurate operational and administrative records to support compliance, accountability, and effective decision making.
- Contribute to strategic planning and operational decision-making, ensuring detector dog capability support departmental objectives.
- Apply relevant legislation, policy and biosecurity frameworks while continually developing and maintaining your own skills as both a handler and biosecurity officer.
- Perform a range of biosecurity officer duties when not engaged in detector dog activities, including inspections, screening and stakeholder engagement,
- Model APS Values and Code of Conduct, actively promoting a safe and respectful workplace and Work Health and Safety principles and practices. Detector Dog handlers are Biosecurity Officers.
- Conducting screening, inspection and assurance activities across cargo, conveyances and people entering Australia to safeguard against biosecurity risks
- Assessing documentation and declarations to verify compliance with Australia's biosecurity laws and requirements
- Managing non- compliant goods and capturing evidence to support regulatory decisions and enforcement actions.
- Delivering timely and accurate biosecurity advice to stakeholders, clients and colleagues to enable effective risk management.
- Identifying, analysing, and escalating trends in biosecurity risks to contribute to intelligence-led compliance and operational strategies.
- Providing on-the-job coaching and mentoring, supporting the capability development of colleagues fostering a culture of continuous improvement in biosecurity practices.

Click here to see what it's like to work as one of our Detector Dog handlers and to find out more about Biosecurity.

Please note that this recruitment process will initially be used to fill thirteen (13) vacancies in the section and that the role may be able to be performed from either 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 vacancies in the branch where the duties are of a similar nature.

Eligibility

Our ideal candidate will have:

- Experience or demonstrated strong interest in animal husbandry, handling, or training, with a sound understanding of animal behaviour, welfare and care.
- Operational biosecurity awareness - knowledge of or the ability to quickly acquire knowledge of the department's role in delivering national biosecurity operations.
- Regulatory and compliance orientation – an understanding of risk management principles and the importance of regulatory compliance in protecting Australia from biosecurity threats.
- Demonstrated ability to interpret and apply legislation, policy, and procedures to make consistent, justifiable and lawful regulatory decisions.
- Strong analytical skills to assess information, form evidence-based views and provide clear well-reasoned advice.
- Excellent written and verbal communication skills with the ability to build professional relationships and liaise with clients, colleagues, management and external stakeholders.
- Strong observational and record-keeping skills, ensuring accuracy, accountability and compliance in operational activities
- Ability to reflect on feedback, adapt quickly to change, and continuously improve personal performance and the effectiveness of assigned detector dog(s).
- Skilled in identifying issues, applying sound judgement, and escalating matters appropriately and in a timely manner.
- Confident digital literacy skills, with the ability to quickly learn and effectively utilise the department's systems, tools and devices.
- Proven ability to work effectively, safely and collaboratively in a dynamic and challenging operational environment to achieve positive outcomes

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	DDO Recruitment, N/A
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0762957

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 01 October 2025

Biosecurity Operations
Several Various

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$124,861 - $134,295
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Melbourne, Perth, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	2025/2833
Agency Website	https://www.agriculture.gov.au

Job Description

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

The Operational Strategy & Reform (OS&R) Branch is responsible for managing divisional governance, business planning and reporting, project management, operational change management, business continuity, data and analytics, recruitment, and financials including budget and cost recovery arrangements. The branch leads regulatory capability and uplift for the division through decision support capability and reform initiatives and supports regulatory assurance functions including the exercise of regulatory decisions relating to infringement notices given by biosecurity officers. The branch drives reform through detection technology capabilities, automation advances, operational business improvements and border modernisation initiatives.

The Traveller Operations & Policy (TO&P) Branch develops and implements regulatory policy for traveller biosecurity and human health, delivers biosecurity regulatory screening and inspections of goods at air and seaports, manages non-compliant travellers including by issuing infringement notices, and drives modernisation and reform initiatives. The branch is responsible for leading the planning and design of the department's requirements for the new Western Sydney International Airport.

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

The Cargo Operations South & Detector Dogs (COS&DD) Branch delivers regulatory assessment and inspections of goods, across the biosecurity continuum (offshore, at the border and onshore) to verify compliance with Australia's biosecurity and imported food requirements and has a presence in Victoria and Tasmania. The branch is also responsible for national delivery of client contact services, along with biosecurity detector dog program policy, training, and operations.

The division is looking to fill a number of Assistant Director roles in the following teams:

• Travellers Operations

• Cargo Assessments

• Cargo Inspections

• Infringement Notice Unit

Please note a merit pool will be established through this selection process, which is valid for a period of eighteen months from the date the vacancy is advertised in the Gazette. Not all positions are vacant immediately and the merit pool will be used to fill future ongoing vacancies as they become available.

Duties

The role of an Assistant Director is to provide leadership to support the achievement of regulatory outcomes in line with the department's business plan and BOD strategic direction.

The successful applicants will need to influence change, while contributing to business planning and decision-making processes. They will also be required to demonstrate innovative leadership while providing support to and leading managers and teams in a regulatory environment.

Depending upon the role, duties may include all or some of the following:

- leading and taking responsibility for teams delivering regulatory services within geographically dispersed locations building capability of teams through coaching,
- performance feedback, conflict resolution and career development,
- engaging and collaborating with internal and external stakeholders to identify opportunities, achieve outcomes and facilitate cooperation,
- responding to issues that arise outside of normal working hours may be required,
- researching, interpreting and applying complex legislation,
- undertaking strategic planning to meet business objectives in line with sound decision making,
- effectively manage competing priorities including delivering on complex project outcomes,
- managing and developing well-researched policy and complex policy advice,
- preparing reports, briefing papers, Ministerial correspondence and discussion papers,
- promoting the APS Values, the APS Employment Principles and compliance with the Code of Conduct.

The Assistant Director Infringement Notice Unit will bring a focus to the department’s regulatory practice principles.

In addition to the above general duties this vacancy’s duties will also include:

- contributing to the development of policy and decision support material,
- identifying and improving policy and decision support materials, providing regulatory advice, ensuring compliance with administrative law, and contributing to improvement initiatives.

Eligibility

The successful applicant will have:

- Demonstrated success in leading, managing and supporting staff to work collaboratively in a challenging, complex and fast paced operational regulatory environment.
- Strong knowledge of regulatory decision-making frameworks and applying legislation
- proven experience in a regulatory environment, collaborating with government bodies and Engaging with external stakeholders.
- Experience in implementing change and managing ambiguity in the workplace,
- Experience in the effective coaching and mentoring of staff.
- Strong writing skills with experience producing briefings, minutes, ministerial responses, policy and technical documents for senior executives.
- Demonstrated experience in setting budgets and adhering to budgets, including across cost recovered and appropriated funding sources.
- Demonstrated success in leading large, geographically dispersed teams in a dynamic and high-consequence regulatory environment.

In addition to the above, the Assistant Director Infringement Notice Unit has the following specific requirements:

- experience in the use and application of regulatory sanctions, particularly in the use and administration of infringement notices.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Sonia Zarik, 0402 948 101
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0762994

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 01 October 2025

Biosecurity Plant and Science Services
Science & Surveillance SSG Molecular

Job Title	Molecular Biologist
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD
Salary	$84,794 - $93,020
Future Merit Locations	Brisbane
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	2025/3148
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Science and Surveillance Group (SSG) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in the Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

The SSG Molecular Section is a national team operating in laboratories in Adelaide, Brisbane, Cairns, Darwin, Melbourne, Perth and Sydney. Our work contributes to Australia's favourable animal, plant and environmental status by supporting the delivery of diagnostics services for pests, pathogens and plants/seeds at the border, and biosecurity surveillance and response activities within Department of Agriculture, Fisheries and Forestry jurisdictions.

Duties

The Job

Under the general direction of the Senior Molecular Biologist, the Molecular Biologist will contribute to scientific services by providing molecular diagnostics of plant pests and diseases in the department's border diagnostic laboratory in Brisbane.

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

- Working effectively with other staff in the laboratory to ensure timely delivery of diagnostic activities, quality controls and technical advice.
- Conducting a range of procedures and molecular tests of invertebrate, fungal, bacterial, plant and other organisms submitted to the laboratory from biosecurity inspection and surveillance activities.
- Contributing to engagement with internal stakeholders to resolve complex molecular diagnostic issues in support of biosecurity decisions for goods under biosecurity control.
- Contributing to the implementation of operational and strategic initiatives for the section nationally.
- Reporting, recording and analysing diagnostic results and verifying data, preparing formal reports and providing technical input to work instructions, guidelines and requests for operational policy advice.
- Complying with WHS requirements in the laboratory including contributing to a positive WHS culture, the identification and assessment of hazards and the development of safety controls.
- Contributing to the development and delivery of technical training to internal stakeholders.
- Promoting and adhering to the Australian Public Sector (APS) Values, Employment Principles and Code of Conduct.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have:

• Demonstrated experience working in a laboratory and working with a range of molecular diagnostic technologies and techniques including DNA extraction and PCR.

• Demonstrated experience in the accurate reporting of results.

• Knowledge of molecular diagnostics of invertebrates, plants or plant pathogens.

• Experience in troubleshooting methods and equipment.

Mandatory qualifications

The successful applicants will have either tertiary qualifications in science (minimum bachelor’s degree) with a specialisation in molecular biology, agriculture, ecology or the equivalent based on demonstrated experience.

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kate Sparks, 0466468698
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0763013

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 01 October 2025

Plant Protection & Environmental Biosecurity
Plant Health Policy Preparedness Policy and Capability

Job Title	Director Preparedness Policy and Capability
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Sydney NSW, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$146,942 - $170,725
Future Merit Locations	Adelaide, Sydney, Brisbane, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 2
Position Number	2025/3212
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Plant Health Policy Branch provides a national focal point for plant biosecurity issues within Australia and has responsibility for the national leadership in managing Australia's plant health. The work of the branch underpins biosecurity and helps to open new, and maintain existing, domestic and international markets for Australian plant industries. This is achieved by; providing focus for national and international plant biosecurity activities; preparing for and coordinating national responses to plant pests and exotic weeds; promoting reform of the plant biosecurity system; improving plant health capacity and capabilities in near-neighbour countries and trading partners; domestically improving national surveillance and diagnostic capability and capacity; and assisting the department to meet national and international obligations and influencing plant health policies.

The Preparedness Policy and Capability is a new section that is responsible for ensuring departmental and national capability (people and technology) are available and accessible to detect, identify and treat National Priority Plant Pests (NPPPs) and thereby ensuring preparedness for pest incursions. This is a critical component of Australia's national plant biosecurity system and works across a range of stakeholder groups and issues

Duties

The Job

This Director will lead a team responsible for ensuring departmental and national capability (people and technology) are available and accessible to detect, identify and treat National Priority Plant Pests (NPPPs) and thereby ensuring preparedness for pest incursions.

Specific responsibilities of this section include but are not limited to:

- providing information to senior executive and other stakeholders as required on the maturity of our preparedness capability for specific pests and proactively working across business areas to address gaps,
- maintaining and reviewing the NPPPs - Developing National Action Plans (NAP) for NPPPs,
- coordinating and collaborating with stakeholders to address NAP actions,
- leading and managing grants and procurements as necessary to deliver preparedness outcomes and work with other sections as required to guide priorities in related areas,
- supporting industry-led preparedness initiatives (e.g. biosecurity planning, mango preparedness workshop, HLB contingency plan, NZ GIA engagement),
- engaging in plant preparedness policy and capability committees to participate in national initiatives e.g. engagement on the Plant Biosecurity Preparedness Working Group, Torres Strait and Northern Peninsula Area working group,
- supporting workforce capability development through coordination of the national diagnostic and surveillance networks, including associated professional development activities,
- leading efforts to ensure technology (tools and infrastructure), such as reference collections, taxonomic keys and image libraries, are supported, comprehensive and accessible for biosecurity practitioners,
- providing the branch contact point for APVMA registrations of pests expected to need to be treated at the border/near border,
- coordinating the department’s input into and oversight of relevant national assets and infrastructure including: the Pest and Disease Image Library (PaDIL), the Australian Plant Pest Database (APPD), the Contingency Planning Portal.

Eligibility

What we are looking for

Knowledge and experience

The successful applicant will have:

- A strong understanding of the biosecurity environment, including the national biosecurity system and challenges associated with building preparedness capability.
- Proven experience in developing and implementing strategies, policies and programs in collaboration and partnership with a broad range of stakeholders.
- Experience working effectively across complex and multidisciplinary environments, integrating science, policy and operations to deliver coordinated outcomes.
- Demonstrated experience in engaging with stakeholders across government, industry and community sectors to co-design and deliver policy and program outcomes.
- Practical experience in financial and resource management, including administered funding arrangements, procurement and grants management.
- Experience in leading and managing geographically dispersed and diverse teams, fostering collaboration and high performance.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Susie Collins, 0262724825
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0763023

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 01 October 2025

Exports & Veterinary Services
Veterinary & Export Meat Various

Job Title	Director/Principal Veterinary Officer (PVO)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	-
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 2
Position Number	2025/3098
Agency Website	https://www.agriculture.gov.au

Job Description

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

Classifications:

- EL 2 - $146,942 - $170,725
- Executive Level 2 (Veterinarian VO4) EL2.04 – EL 2.08 - $151,922 - $165,095

Who we are

The **Exports and Veterinary Services Division (EVSD)** regulates the export of animal products and import of food products through the delivery of inspection and certification services including those related to live animal operations. It develops strategies to gain, improve or maintain market access for a wide range of animal products. Responsible for delivering the Australian Codex Alimentarius Contact Point and delivers the coordination and development of policy and technical input to international food standards. Manages 63 tariff rate quotas. The division delivers the National Residue Survey for Australian primary industries. Additionally, it actively contributes to the department's digitalisation and regulatory reform agendas including implementing reform programs for dairy, cosmetics and other goods.

The **Veterinary and Export Meat Branch (VEMB)** undertakes regulatory functions through a large geographically dispersed workforce who provide inspection and certification for the export of meat, meat products and the import and export of live animals and reproductive material in order to meet importing country requirements and Australian legislative requirements.

The **Live Animal Section** is comprised of Principal Veterinary Officers, Senior Veterinary Officer, Regional Veterinary Officers and Biosecurity Officers, and provides veterinary and technical services for the import and export of animals and animal genetic material. We provide veterinary and technical assessments, inspections and certification for the import and export of live animals and animal genetic material. We work under the Export Control Act 2020 and Biosecurity Act 2015 to ensure compliance with Australian and international requirements for the import and export of live animals and genetic materials.

The **Export Meat Section** delivers inspection and verification services at export registered meat establishments at various locations across Australia. These services are aimed at achieving compliance with Australian export standards and overseas importing country market requirements. The team is responsible for administering appropriate export legislation and delivering ante mortem, post-mortem and meat and meat product inspection services. The team is comprised of Operational Managers, On-Plant Veterinary Officers (OPVs), Food Safety Assessors (FSAs), Food Safety Meat Assessors (FSMAs) and a Staff Resource Unit who provide the services required at over 88 export abattoirs and various other registered premises nationally.

The **Strategy and Governance and Workforce Planning and Regulatory Culture Section** is responsible for developing and coordinating branch governance and reporting, ensuring nationally consistent regulatory and service delivery operations. The team monitors performance and provides strategic advice on effectiveness, covering areas such as performance reporting, financial management and verification, export billing, regulatory policy and program support, workforce and workload management, training, business improvement, and liaison with relevant departmental corporate services. The Workforce Planning and Regulatory Culture section undertakes a program of work to further develop a strong regulatory culture and mature practice in VEMB / EVSD. This includes building regulatory capability and professionalism - actively building staff technical and non-technical capability, including ensuring staff have relevant knowledge of the regulatory craft and the industries we regulate, and have the capacity and are empowered to identify and implement improved practices.

Duties

The Job

The Job - Director (EL2) - The main duties of the Director role include, but are not limited to:

- Lead the development, promotion and implementation of innovative and contemporary business strategies to improve service delivery.
- Represent the branch and division in negotiations with other government agencies, industry bodies and other resources in a cost recovery environment.
- Provide high-level analysis of issues and making a significant contribution to the strategic direction of policies/projects/initiatives and reporting on benefit, objectives and performance.
- Provide specialist and/or strategic policy and regulatory advice to internal and external stakeholders.
- Promote and manage relationships and key strategic alliances and represent the branch and division in meetings and forums with internal and external stakeholders, including industry bodies, exporters and service providers.

- Plan, organise and allocate staff resources to achieve work goals including managing budgets, contracts, procurement and human resource management.

The Job – Principal Veterinary Officer (VO4) - In addition to the above duties if engaged in the PVO role additional duties may include but not limited to:

- Provide technical advice and support to VEMB staff and policy areas.
- Oversee export certification and biosecurity risk management for animals and animal reproductive material.
- Occasionally perform operational veterinary inspections and certification duties.

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

Eligibility

What we are looking for

Knowledge and experience

- Experience in leading, managing and supporting staff to work collaboratively in a challenging, complex and fast paced work environment.
- Experience in Australia's biosecurity and animal health systems.
- Experience achieving results including in the area of regulatory programs, regulatory reform or market access negotiations.
- An understanding of, and experience working in a regulatory, service delivery environment.
- A working knowledge of legislative frameworks/regulation and government decision-making.
- Experience in building and maintaining stakeholder relationships.

Mandatory qualifications

FOR PVO VO4 ROLE ONLY: You must have a veterinary degree from an Australian university or equivalent veterinary qualification recognised in Australia. You must be registered with the relevant Australian state/territory veterinary board, and you must maintain this registration whilst employed by the department.

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 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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Dennis Way, 0417 559 579
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0763050

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 02 October 2025

Biosecurity Plant and Science Services
Science & Surveillance Northern Australian Quarantine Strategy

Job Title	Botanist (Identified position)
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	$84,794 - $93,020
Future Merit Locations	Cairns
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2025/3125
Agency Website	https://www.agriculture.gov.au

Job Description *https://www.agriculture.gov.au/about/jobs/apply*

Who we are

Science and Surveillance Group (SSG) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in the Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

The Northern Australia Quarantine Strategy:

• identifies and evaluates the unique biosecurity risks facing northern Australia

• develops and implements measures to support early detection of targeted pests, diseases and weeds across northern Australia

• contributes to national and international initiatives relating to biosecurity including capability and capacity building through training and education in tropical biosecurity

• engages with Indigenous Rangers and other remote community stakeholders on measures supporting biosecurity service delivery

• contributes to the department's biosecurity preparedness/response initiatives in northern Australia.

Duties

The Job

We are looking for an enthusiastic and skilled Botanist with demonstrated field experience and botanical skills to join the NAQS team in Cairns. The successful applicant will contribute to early detection surveillance delivered by the NAQS plant health team in QLD, NT and WA and will work closely with other federal, state/territory government staff, Biosecurity Engagement Officers and Indigenous Rangers, to deliver an integrated biosecurity surveillance program across northern Australia. There may also be opportunities for offshore surveillance in near neighbour countries.

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

• undertaking botanical surveys across northern Australia in Queensland, the Northern Territory and Western Australia

• the preparation and identification of plant material collected during field surveys

• the maintenance of accurate computer-based and manual records and the preparation of reports

• contributing to the delivery of training and extension material for external stakeholders, including First Nation ranger groups.

• promoting and ensuring effective implementation of APS Values, Employment Principles, Code of Conduct, WHS and Rehabilitation policies.

To see more on science-based roles please click here.

Eligibility

What we are looking for

Knowledge and experience

• Field plant identification skills and experience, preferably with field experience in Northern Australia.

• Demonstrated knowledge and skills in specimen collection and preservation techniques.

• Experience communicating effectively with diverse stakeholder groups.

• Experience using Work Health and Safety principles to reduce risk.

• Experience working in remote locations is desirable.

Mandatory qualifications

Tertiary qualifications (Bachelor degree) in biological science, environmental science, agriculture, ecology or a related field that emphasises botany. Applicants who do not possess such a qualification, but who have a demonstrated history of practical and directly applicable experience in botanical science, may also be considered.

Eligibility and other requirements

The successful applicant must:

• note that you may be required to perform occasional out-of-hours and weekend work

• note that you will be required to complete specific training (including refresher training) related to the role including remote area training, defensive driving, first aid and CPR courses

• note that you will be required to travel in remote/isolated locations in northern Australia or its near northern neighbours, using a variety of transport including vessels, light/commercial aircraft, helicopters and manual four-wheel drive vehicles

• note that you will be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams

• wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy

• wear appropriate protective personal equipment clothing and comply with departmental Work Health & Safety policies and procedures.

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 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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Raelee Kerrigan, 0461 398 662
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0762932

Administrative Review Tribunal

Closing Date:Monday 29 September 2025

Tribunal Operations
Governance

Job Title	Assistant Director, Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA
Salary	$117,665 - $138,493
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	40081
Agency Website	https://www.art.gov.au/

Job Description

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

Join our team as an EL1 Assistant Director – Governance!

This exciting full-time ongoing hybrid role works as part of the Governance and Executive Support branch at The Administrative Review Tribunal and can be located in Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Sydney or Perth.

About the opportunity

The Assistant Director, Governance works within the Governance section to ensure the Administrative Review Tribunal's (ART) has frameworks, structures, processes and documentation in place to enable the Tribunal to achieve its performance objectives and manage risk consistent with its obligations under the Public Governance and Performance Accountability Act 2013. This involves managing a small national team to support the Tribunal's Audit and Risk Committee, managing the internal audit function and coordinating strategic and operational planning and reporting processes.

The Assistant Director, Governance is also responsible for managing the Tribunal's risk management framework and establishing and coordinating other best-practice governance frameworks.

About the Tribunal:

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

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

You can learn more about the Tribunal on our website.

What we offer:

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

- flexible working options and remote working to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance
- employee Assistance Program for you and your family
- positive and inclusive culture.

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

Duties

- **Strategic advice and support:** Contribute to the provision of strategic advice and recommendations to senior management on issues related to governance, risk, audit and performance reporting. Support the Director, Governance in planning processes to achieve section objectives.
- **Planning and performance:** Coordinate organisational planning processes, including developing the Tribunal's Corporate Plan and Annual Performance Statements and contributing to the development of operational planning and performance measures.
- **Risk management and internal audit:** Lead the development and implementation of risk management policies and procedures consistent with the requirements of the Commonwealth Risk Management Policy and contribute to fostering a positive risk culture in the Tribunal. Oversee secretariat support for the Audit and Risk Committee; and work with the internal auditors on preparing and delivering the internal audit work plan and monitoring implementation of recommendations.
- **People management:** Lead and motivate staff in the Governance team and foster a positive, user-centred culture aligned with the ART Values. Implement work plans that provide strategic direction for the team and ensure effective allocation and management of resources. Develop, coach and mentor staff, manage performance and identify training needs.
- **Stakeholder management:** Initiate, develop and manage relationships with a diverse range of internal and external stakeholders to promote best practice and a consistent approach to governance. Represent the ART in cross-agency meetings and forums as required.

About you:

To be successful you will have:

- Proven ability to operate strategically and with a high level of autonomy to manage projects and deliver results that advance legislative, policy and organisational objectives.
- Highly developed communication skills, including the ability to negotiate effectively and provide strategic advice on complex issues.
- Ability to maintain effective working relationships with a wide range of stakeholders, identify and manage sensitivities and collaborate to achieve results
- Proven leadership and management skills, with the ability to coordinate competing priorities, develop team capability and support staff.
- Extensive knowledge of Australian Government risk and governance requirements, or the ability to quickly acquire this knowledge.
- Sound understanding, or the ability to rapidly develop a sound understanding of the ART's operations, structure, and legislative and policy framework.

Eligibility

Essential:

- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Highly desirable:

- Relevant qualifications, training or Australian Public Service experience in governance.

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is linked below and available on our Career Opportunities page.

Please submit a CV, cover letter, and upload a separate document addressing all the required capabilities as detailed in the position description.

Notes

NO AGENCIES PLEASE

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

Please note a merit list/pool may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

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

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your application recruitment@art.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 agency.

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state

government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: https://www.art.gov.au/.

To Apply

Position Contact	Lyndon Gray, 02 6243 4635
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0763024

Administrative Review Tribunal

Closing Date:Wednesday 01 October 2025

Tribunal Operations
Legal Legal Services

Job Title	Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA
Salary	$94,563 - $106,394
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	Multiple
Agency Website	https://www.art.gov.au/

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

Join our team as an APS6 Lawyer!

These hybrid roles within the legal services section at The Administrative Review Tribunal can be located in Adelaide, Brisbane, Canberra, Hobart, Melbourne, Sydney and Perth.

There are multiple roles available.

About the opportunity

The Legal Services section comprises in-house lawyers providing legal services and support related to the application of the Administrative Review Tribunal Act 2024, the Administrative Review Tribunal Regulations 2024, the Administrative Review Tribunal Rules 2024 and the broad range of legislation covering the jurisdiction of the Tribunal and our corporate responsibilities. We provide a range of services and products to support Tribunal members, staff and executive to perform their duties lawfully and efficiently.

The section is led by Principal Lawyers (EL2) and consists of geographically dispersed Senior Lawyers (EL1) and Lawyers (APS5 and APS6). The section has a presence in most of the Tribunal's Registry locations across the country and offers opportunities to work within one or across multiple jurisdictional areas of specialisation such as Migration, Protection, Social Security, Child Support, National Disability Insurance Scheme and Corporate Law.

About the Tribunal:

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

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

You can learn more about the Tribunal on our website.

What we offer:

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

- flexible working options, including flexi-time and remote working to support you with your commitments outside of work.
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options

- supportive career development opportunities
- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance and options to purchase leave.
- Employee Assistance Program for you and your family
- positive and inclusive culture.

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

Duties

- **Legal services and support:** With limited supervision, undertake legal research, legal drafting and review of documents. Provide high quality legal advice to the Tribunal leadership, members and staff on matters within areas of jurisdictional specialisation and/or corporate and regulatory specialisation.
- **Legal information development and maintenance:** Assist with the development and maintenance of legal resources. Assist with the development and delivery of training for Tribunal members and staff. Understand the audience and tailor communication style and message accordingly.
- **Litigation support:** Support the Tribunal's litigation service; instruct administrative staff; monitor court applications, maintenance and quality assurance checks of associated databases and records, preparation of correspondence; preparation of documents for filing with courts.
- **Projects:** Assist and contribute to projects to support the work of the Legal section, identifying opportunities for business improvements and efficiencies.
- **Stakeholder management:** Develop and maintain strong, productive relationships with a broad range of internal and external stakeholders.
- **Supports productive relationships:** Build and sustain positive relationships with team members. Support and mentor more junior lawyers to build knowledge and capability.

About you:

As an APS6 Lawyer you will perform a variety of tasks within the Legal Services section to assist the staff and members of the Tribunal to undertake their work lawfully and efficiently. Tasks may include undertaking legal research, responding to requests for legal advice, developing legal resources and collaborating on the development and delivery of training programs. This role also assists with a broad range of tasks relating to the litigation of Tribunal matters.

In this role you will work closely with other APS5 and APS6 Lawyers and EL1 Senior Lawyers to ensure a consistent, high-quality and accessible service is provided to users.

To be successful you will be:

- Have experience in undertaking Legal research, have sound analytical skills and a demonstrated ability to provide legal advice and opinion on issues relevant to the Tribunal.
- Have well developed written communication skills, including legal drafting skills and an ability to write for different audiences.
- Possess strong oral communication and interpersonal skills, including an ability to deal appropriately and engage constructively with people at all levels.

- Possess well-developed organisational skills, including the capacity to manage a range of work, competing tasks and projects and deliver high-quality, professional and accurate work within set timeframes.
- Be able to work constructively, cooperatively, collaboratively and flexibly as part of a geographically dispersed team and section.
- Have knowledge of the operations, jurisdiction, practice and procedure of the Tribunal, or a demonstrated capacity to acquire that knowledge quickly.

Eligibility

Essential:

- Admission, or eligibility to be admitted, as a legal practitioner, however described, of the Supreme Court of an Australian State or Territory.
- Hold, or be eligible to hold, a current practising certificate.
- The Tribunal requires Australian Citizenship as a condition of engagement.
- All employees are required to undertake an Australian Federal Police Check and a Health Assessment.

Please submit a CV, cover letter, and upload a separate document addressing all the required capabilities and experience as detailed in the position description.

Notes

Please contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au should you require assistance with accessing our website or with lodging your application.

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

Please note a merit list/pool may be created to fill future like vacancies. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar non-ongoing and ongoing roles in the Tribunal, or the broader APS, within 18 months from the original advertised date in gazettal.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the Administrative Review Tribunal

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

To Apply

Position Contact	Preeti Prasad, 03 9454 6176
Agency Recruitment Site	https://www.art.gov.au/about-us/careers

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Attorney-General's

Vacancy VN-0762815

Attorney-General's Department

Closing Date:Sunday 28 September 2025

Corporate Services
Property and Security

Job Title	Senior Security Advisor (Physical Security)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$98,329 - $109,684
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 6
Position Number	0279/25_ES/CSD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=97C53D3C-F695-684E-61A9-E43390192369

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

Duties

Employment Opportunity

The Departmental Security Unit (DSU) is responsible for managing the protective security function for the Attorney-General's Department. We define security as an enabling service; enabling growth, improvement and innovation to support implementation of the department’s transformation strategy and future ways of working.

As a Senior Security Advisor in DSU, you will play an important role in continuously improving our security capability and supporting a positive security culture, empowering staff to engage with all aspects of security.

The key duties of these roles will focus on the Physical Security domain and include:

- managing the department's security guarding contract, including managing the on site guard force
- coordination and oversight of the department's security systems preventative maintenance contract nationally
- assisting with certification and accreditation of security zones across our offices
- coordination and oversight of the department's security systems preventative maintenance contract nationally
- administration and support for the department's Electronic Access Control and CCTV systems
- assisting with managing physical security incidents
- providing advice to a broad range of stakeholders on security policies and procedures in line with the PSPF, including Senior Executives, portfolio agencies and individual line areas
- Identifying and reporting on emerging security issues, incidents and trends, providing suggested solutions where applicable and undertaking risk assessments, including documenting and communicating the outcomes
- other security tasks across all protective security domains.

How you can help us make a difference

This is a great opportunity to further your career in protective security at the Attorney General's Department.

We are seeking people who bring external ideas, diverse experiences, and are willing to explore innovative ways of working. We are looking for people with substantial experience in the physical security domain and knowledge of the PSPF.

A merit pool will be created to fill future opportunities.

Our ideal candidate will:

- collaborate with various business areas, co-workers, and stakeholders to build partnerships and create solutions
- have experience working in the physical security domain and familiarity with the PSPF
- be a leader in the team and demonstrate a commitment to continuously improving culture at the department
- have attention to detail and strong time-management skills, and
- have strong written and verbal communication skills.

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 the Negative Vetting 1 level. The successful applicant must be willing to disclose all relevant and required information.

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

Notes

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

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the 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 five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Aimee Rick, (02) 6141 3782
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=97C53D3C-F695-684E-61A9-E433901

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Attorney-General's

Vacancy VN-0762914

Attorney-General's Department

Closing Date:Sunday 28 September 2025

Various

Job Title	Talent Pipeline - Various Opportunities - Affirmative Measures - Disability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$119,142 - $144,964
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	0281/25_AGD-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=08E145F0-F7AB-3F9C-E7F4-E434061272F9

To obtain a copy of the Candidate Information Kit 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 expressions of interest from motivated and driven individuals to fill current and future vacancies across various positions at the Executive Level 1 classification.

This is an exciting opportunity for suitably qualified and experienced candidates who can deliver influential and positive policy contributions to the Government's legal agenda for the good of the Australian people.

The department performs a vast range of functions and we are looking for high-performing leaders in the following areas:

- **Enabling Services Group** supports the department’s corporate and organisational operations, including strategy and governance, human resources, corporate services, and information and communications technology. Our work ensures the department can deliver its policy and program objectives. We are seeking committed, collaborative, service oriented individuals to help Enabling Services Group achieve outcomes in a professional and solution-focussed environment.

- **Justice and Communities Group** is responsible for key aspects of Australia’s justice system, including the federal courts, tribunals and the family law system. The Group is leading a range of high-priority reform initiatives, including First Nations justice initiatives under the National Agreement for Closing the Gap, as well as reforms to address sexual assault, family violence and elder abuse. The Group includes the National Office of Child Safety, which is overseeing implementation of Australia’s National Strategy to Prevent and Respond to Child Sexual Abuse 2021-30. The Group is also responsible for a number of other important areas, including native title, copyright and administrative law and policy. Lastly, the Group manages the delivery of Commonwealth funding for legal assistance services, including through the National Access to Justice Partnership 2025-30.

- **Integrity and Security Group** leads work that contributes to Australia’s legal, integrity, rights, and security frameworks. The group is responsible for a range laws and policies, including criminal justice and criminal law policy, identity security policy and services, anti-corruption, fraud, human rights, modern slavery, constitutional law, and whole-of-government legal services policy. It manages priorities such as the National Anti-Corruption Commission, freedom of information reforms, the Privacy Act review, whistleblower reforms and the Foreign Influence Transparency Scheme. The Group also provides international law advice to government agencies and manages international litigation on behalf of the Commonwealth of Australia and is responsible for casework associated with international crime cooperation, parole for federal offenders and law and justice capacity building in the Pacific.

How you can help make a difference

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.

Successful candidates:

- **Create solutions** - Managing risk by gathering and critically analysing information and clearly communicate risks and benefits.
- **Demonstrate agility** - Promotes openness to new information, approaches and ideas.
- **Communicate effectively** - Delivers high quality, well-structured communication that is fit for purpose.
- **Leads with commitment** - Accepts accountability for actions of self and team.
- **Collaborate with purpose** - Develops internal and external relationships that build understanding, knowledge, and capability.
- **Accountable for quality outcomes** - Takes responsibility for timely delivery of individual and team outcomes.

Certain positions require formal legal qualifications. For these 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.

Merit Pools:

A merit list or pool may be created as part of this selection process and be used to fill similar vacancies anywhere in Australia.

Flexible work arrangements will be considered and supported where possible. These may include:

- Job Share
- Hybrid Work
- Remote Work
- Compressed Hours
- Bandwidth Modification.

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 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.

You will be required to confirm you are a person with a disability prior to the finalisation of the selection process. Confirmation may include:

- a certificate or letter from a registered medical practitioner
- a letter from a Disability Employment Services or Jobactive provider
- a letter from a secondary or tertiary educational institution disability services unit in relation to a recent student.

If the above documents are not available, the department may consider accepting a statutory declaration from the applicant.

Note: The need to confirm you are a person with disability is not required as part of the application process.

Notes

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

If you have any questions regarding the recruitment process or require any reasonable adjustments, please 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.

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 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 five groups: • Australian Government Solicitor • Justice and Communities • National Security and Criminal Justice • Integrity and International • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Recruitment, (02) 6141 6111 (option 2)
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=08E145F0-F7AB-3F9C-E7F4-E434061

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Attorney-General’s

Vacancy VN-0762947

Australian Federal Police

Closing Date:Tuesday 30 September 2025

Job Title	Capability Delivery Specialist
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$118,673 - $127,101
Future Merit Locations	Brisbane
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	15242
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15242/

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%

- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The Australian Centre to Counter Child Exploitation (ACCCE) was established in 2018 by the Australian Government to drive a collaborative national response to counter the online exploitation of children. The AFP leads the ACCCE, which brings together capabilities from across the Commonwealth, law enforcement, non-government organisations, and other partners to build capability and drive a collaborative national response to counter the exploitation of children in Australia.

Applications are sought from suitably qualified applicants wishing to be considered for the position of Capability Delivery Specialist, ACCCE Technical Capability Unit (TCU). The TCU integrates new and improved technologies to enhance the ACCCE's National capabilities and worldwide efforts in fighting online child sexual exploitation. This includes management of the ACCCE network and dedicated child protection systems in partnership with Chief Information Officer (CIO) Command.

As a Team Member in the AFP you will be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

Capability Delivery Specialist responsibilities will include:

- Support TCU Team Leader and Delivery Manager in the implementation of new technology and tools for Child Protection Operations.
- Subject Matter Expertise (SME) on ACCCE applications and tools.
- Manage software upgrades or other IT projects as required.
- Support ACCCE software and hardware provided to our State and Territory Police partners and ACCCE members.
- Maintain liaison with law enforcement authorities in order to facilitate investigations by law enforcement agencies.
- Developing training material and reports.
- Work with CIO Command on ICT incidents, problems and planned work for the ACCCE Network.

- Ensuring that appropriate action is taken to anticipate, communicate, investigate and resolve problems in ACCCE systems and services.
- Maintaining currency in information technology processes and technical knowledge through ongoing professional development.
- Providing guidance, coaching, and mentoring to team members to improve their skills and performance.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Ability to complete psychological clearance.
- High proficiency in working in Windows operating system and Microsoft Office products.
- Expertise in networking, file systems and file formats.
- Expertise in working with SQL and other databases formats.
- Expertise in administering Virtual Machines.
- Demonstrated experience in presenting clear and concise technical information to business stakeholders.
- Demonstrated ability to build and sustain relationships with a range of internal and external stakeholders.
- A strong understanding of digital technologies and appreciation of technical development methodologies and tools (i.e. Agile, DevOps).
- Willingness to upskill and undertake training to learn new technologies.
- Qualification or Certifications in Information Technology, Computer Science or related.

Desirable Requirements

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

- Qualifications or experience in managing complex ICT projects.
- Expert knowledge in administering and supporting Child Protection industry specific software

Notes

- This position is an AFP Band 7 level.
- This role is located in Brisbane, QLD and applicants are expected to be based in Brisbane.
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary, which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people fro

About the Australian Federal Police

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

To Apply

Position Contact	Beau Lessard, 02 5126 4497
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15242/

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Attorney-General’s

Vacancy VN-0762969

Australian Federal Police

Closing Date:Wednesday 01 October 2025

Job Title	Senior Executive - Enterprise & Policing Systems
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Senior Executive Service Band 1
Position Number	N/A
Agency Website	https://careers.afp.gov.au

Job Description

https://executiveintelligencegroup.com.au/vacancies/

Join Our Team

The Australian Federal Police (AFP) is a key player in the Australian security landscape, rising to complex challenges and staying a step ahead to protect Australians as new threats emerge.

We break new ground every day and a career as a member of the AFP requires a diversity of skills and knowledge, as well as an ability to combine innovation with policing to create intelligent action.

We:

- Pride our self on demonstrating leadership and agility in a dynamic operating environment;
- Are intelligence-led, ethically and values-driven, embracing diversity and inclusion;
- Value trust, respect, accountability, integrity;
- Are committed to excellence in service to the Australian community and in working with each other; and
- Have the brightest minds to play a critical role in protecting Australia and Australians by outsmarting serious, complex, international and organised crime.

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

We recognise your contribution to our workforce and offer generous remuneration and conditions of service which will be negotiated with the successful applicant, under an AFP Senior Executive employment contract, including salary, airline lounge membership, fitness/health allowance, annual health assessments and employer superannuation benefits.

Duties

The Chief Information Officer (CIO) Command is a trusted frontline partner who enables policing through problem solving and technical expertise and excellence. CIO Command enables effective support to operations through our four strategic pillars: A trusted frontline partner; Embedded excellence and innovation; Modern secure platforms & methodologies; and a specialised, engaged and agile workforce.

Computer and information technology is provided by CIO Command. CIO Command provides corporate application, ICT end to end solutions, advice, cyber security, and infrastructure that underpins AFP activities. The products and services delivered are user focused, secure, fit for purpose, and supported by a highly skilled, agile, and resilient workforce.

The Role

Senior Executive - Enterprise and Policing Systems is responsible for leading and managing the delivery of enterprise and policing systems that support the operational and strategic objectives of the organisation. The role oversees the planning, development, implementation, maintenance, and enhancement of complex and critical systems that enable the organisation to perform its core functions and services. The role also ensures the alignment of enterprise and policing systems with the organisation's vision, mission, values, and policies.

Key responsibilities include:

- Provide strategic direction and leadership for the enterprise and policing systems, ensuring
- alignment with the organisation's goals and priorities.
- Manage the delivery of enterprise and policing systems projects and programs, ensuring quality,
- timeliness, budget, and stakeholder satisfaction.

- Establish and maintain effective relationships with internal and external stakeholders to drive the
- AFP's organisational policing technology priorities including engagement with industry and
- jurisdictional partners through a range of policing specific technology forums.
- Providing strategic advice to inform sound decision making around annual enterprise budget
- allocations in technology capabilities to continue to improve and mature the organisations
- investment plan process.
- Actively involve the leadership team in strategic decisions regarding branch budgets, resource
- allocations and priorities. This includes ensuring decisions are made as a collective, inserting
- authority with meaning where appropriate.
- Drive standards, and best practices for enterprise and policing systems, ensuring compliance with
- relevant legislation, regulations, and guidelines.
- Identify and manage enterprise risks and issues related to enterprise and policing systems,
- implementing appropriate treatments as required.
- Lead, coach, and develop a leadership team, fostering a culture of collaboration, innovation, and
- continuous improvement.
- Keep abreast of emerging trends, technologies, and opportunities in the enterprise and policing
- systems domain and assess their applicability and feasibility for the organisation.

All AFP appointees ensure that the achievement of outcomes is in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance instruments.

Eligibility

Essential Requirements

- Must be an Australian citizen.
- Must possess a Negative Vetting (NV1) security clearance or ability to obtain one.
- Displays and holds others to account for behaviours, actions and decisions not consistent with the AFP values.
- Demonstrated ability to lead a high performing team.
- Proven ability to work in a fast-paced tempo and be adaptable.
- Demonstrated experience in leading and managing the delivery of large and complex enterprise systems, and to align them with the organisation's goals and priorities.
- Demonstrated high-level knowledge and understanding of the enterprise systems landscape, including the current and future challenges and opportunities.
- Demonstrated ability to manage multiple and competing demands, and to deliver outcomes within time, budget, and quality constraints.
- Demonstrated ability to establish and maintain effective relationships with a diverse range of stakeholders, and to communicate and negotiate effectively at all levels.
- Demonstrated ability to develop and implement policies, standards, and best practices for enterprise systems and to ensure compliance with relevant legislation, regulations, and guidelines.
- Demonstrated ability to identify and manage risks and issues related to enterprise systems, and to escalate as appropriate.

- Demonstrated ability to lead, coach, and develop a team of enterprise and policing systems professionals, and to foster a culture of collaboration, innovation, and continuous improvement.
- Demonstrated ability to keep abreast of emerging trends, technologies, and opportunities in the enterprise systems domain, and to assess their applicability and feasibility for the organisation.

Desirable Requirements

- Demonstrated experience in leading and managing the delivery of large and complex policing systems, and to align them with the organisation's goals and priorities.
- Demonstrated ability to develop and implement policies, standards, and best practices for policing systems, and to ensure compliance with relevant legislation, regulations, and guidelines.
- Demonstrated ability to identify and manage risks and issues related to policing systems, and to escalate as appropriate.
- Demonstrated ability to keep abreast of emerging trends, technologies, and opportunities in the policing systems domain, and to assess their applicability and feasibility for the organisation.

Notes

- This role is located in Canberra.
- Further information on the role can be found in the Candidate Information Pack.

Commitment to Diversity and Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Tricia Searson or Karina Duffey at Executive Intelligence Group, (02) 6232 2200
Agency Recruitment Site	https://executiveintelligencegroup.com.au/vacancies/

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Attorney-General's

Vacancy VN-0762993

Australian Financial Security Authority

Closing Date:Sunday 05 October 2025

Regulatory Operations Group
Education, Integrity and Enforcement

Job Title	Assistant Director, Insolvency & Securities Investigations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$116,203 - $136,790
Future Merit Locations	Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth, Sydney
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	On Site, Flexible and Hybrid arrangements available
Classification	Executive Level 1
Position Number	30193
Agency Website	

Job Description

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

This position is within the Regulatory Operations Group (ROG). The Regulatory Operations Group adopts a whole-of-system approach to regulation, using data and intelligence to prioritise where we focus our resources, and using a surveillance-based approach to monitor our regulatory systems.

Within the division, the Insolvency & Securities Investigations team is responsible for investigating alleged personal insolvency offences under the Bankruptcy Act 1966 (Bankruptcy Act) and preparing briefs for prosecution. The Insolvency & Securities Investigations team also investigates alleged breaches of the Personal Properties Securities Act 2009 (PPS Act). This work directly contributes to AFSA's reputation as a visible, modern and contemporary regulator safeguarding Australia's strong credit system.

Under broad direction, this role manages the day-to-day operations of the Insolvency & Securities Investigation team, including by overseeing investigations conducted within the team, engaging with key internal and external stakeholders, including AFSA Legal, CDPP and others.

This role will work closely with the Director to contribute to building stronger stakeholder confidence in the personal insolvency system and the personal property security system through effective regulation and enforcement activities that are timely, consistent and appropriate.

Duties

- Overseeing investigations and contraventions of the Bankruptcy Act and PPS Act and ensure complaints against alleged offenders are actioned appropriately.
- Managing investigative activity on a 'greatest risk' approach to improve voluntary compliance and prosecution outcomes.
- Managing and monitoring a team to ensure effective performance and service delivery in accordance with established policies and procedures, ensuring quality and implementing remedial action as required.
- Undertaking highly complex enquiries, investigations and compliance activities including evidence collection, exhibit handling, preparing witness statements, conducting recorded investigative interviews and preparing briefs of evidence
- Drive process consistency and cross-team collaboration to optimize investigation results.
- Prepare high-quality briefings for senior executives on investigation outcomes, prioritisation and RAS priorities which supports informed decision-making and driving continuous improvement.
- Identify emerging opportunities and issues, responding decisively to competing and shifting priorities, leading the team through change by communicating purpose and business direction with clarity and influence.

Travel to various places throughout Australia may be required for some operational aspects of the role.

Qualifications and experience

- Experience working either as an investigator, an inspector or in a comparable technical regulatory/legal role will be highly regarded.
- Relevant enforcement and management experience is highly desirable.
- A Diploma of Government Investigations or equivalent, or the ability to obtain this within 12 months of commencement is essential.
- Tertiary qualifications in Law, Accounting, or relevant discipline from an Australian tertiary institution (or comparable overseas institution), or the above-mentioned demonstrated equivalent experience are highly desirable.

All duties will be performed in accordance with:

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

Why AFSA?

You will enjoy excellent conditions including:

- Generous superannuation (15.4%)
- A modern work environment
- Flexibility working arrangements, underpinned by an 'if not, why not' approach to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable)
- Paid leave during the Christmas and New year shutdown, and
- Progressive leave policies including parental leave, the ability to purchase up to 6 weeks of additional leave and access to the AFSA sabbatical program.

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. We encourage applications from Indigenous Australians, people from culturally diverse backgrounds and people with disability. At AFSA we encourage every employee balance their family commitments and personal interests with flexible working options.

Eligibility

Please note that this opportunity is open only to Australian Citizens. The successful applicant must have or be willing to undergo a security clearance to the level of **Baseline** as a condition of employment. To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment. We encourage applications from peoples from culturally diverse backgrounds and people with disability.

How to apply

Applications close **Sunday 5 October 2025 at 11:59 PM AEDT.**

To apply for this role, please click the ‘Apply’ button. You’ll be relocated to our application portal which also provides step-by-step instructions to guide you through the application process.

The APS work level standards are structured to clearly differentiate between the work expected (i.e. responsibilities and duties) at each classification level. We encourage you to review these when writing your application.

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 agency.

About the Australian Financial Security Authority

To Apply

Position Contact	recruitment@afsa.gov.au, N/A
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

Australian Human Rights Commission

Closing Date:Monday 29 September 2025

ICT
ICT ICT

Job Title	IT Admin – Endpoint and Identity Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$84,228 - $92,172
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 5
Position Number	1015
Agency Website	

Job Description

https://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3VBQB68LO7VKW-379&langCode=en_G

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

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

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

The ICT team plays a vital role in delivering secure, reliable, and innovative technology services that support the operations of the Australian Human Rights Commission. They manage the Commission's ICT infrastructure, encompassing both cloud-based and on-premises systems, to

ensure uninterrupted access to critical applications, network services, and data management platforms.

We are looking for an experienced and passionate IT Administrator to manage the Commission's endpoint devices and identity systems to ensure secure, efficient, and user-friendly technology experiences. In this role, you will be responsible for overseeing Microsoft Intune to manage device deployment, configuration, and compliance, and for ensuring smooth onboarding and offboarding of staff accounts. You will also have the opportunity to provide responsive, high-quality end-user support across the organisation, helping staff resolve everyday IT issues with professionalism and care.

This full-time, ongoing / non ongoing position offers a competitive salary range of $84,228 - $92,172 per annum plus 15.4% superannuation.

We offer flexible, hybrid work options.

Duties

What You'll Do:

- Administer and support the Microsoft 365 cloud environment, including user accounts, groups, licensing, and security configurations.
- Manage Intune for endpoint device administration, application deployment, and compliance enforcement across the organisation.
- Support SharePoint environment, including permissions and troubleshooting.
- Resolve support tickets related to systems, including troubleshooting laptop and office IT equipment and meeting room issues.
- Administer Microsoft Teams including call flows, phone numbers, and meeting rooms.
- Maintain accurate system documentation and create user guides for common tasks.
- Manage onboarding and secure termination of user accounts across Entra ID and other key systems.
- Coordinate the preparation, delivery, and tracking of IT assets to remote staff, including return logistics for offboarded staff.
- Ensure device and account management practices are aligned with information security policies and APS standards.

Eligibility

What We're Looking For:

- Demonstrated experience supporting and administering Microsoft 365 and Azure environments, including Entra ID, Teams, Exchange Online, and SharePoint Online.
- Hands-on experience managing Windows and iOS devices using Microsoft Intune, including device provisioning and software deployment.
- Proven experience providing service desk or help desk support to end users.
- Ability to effectively manage the workload, follow tasks through to completion, and remain adaptable in response to changing priorities.
- Proven ability to cultivate strong, collaborative relationships with team members, stakeholders, and clients across various functions.

- Excellent communication skills and ability to communicate technical concepts clearly to non-technical audiences.

Notes

Why Join Us?

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

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

Applications close: 5pm 29th September 2025

Notes

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

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

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

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

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

How to Apply

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

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

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

For more Information

Information about the role and Commission practices may be sought IT Operations Manager via itjobs@humanrights.gov.au

About the Australian Human Rights Commission

To Apply

Position Contact	IT Operations Manager, itjobs@humanrights.gov.au
Agency Recruitment Site	https://humanrights.gov.au/about/jobs/apply-now?jobId=Q7FFK026203F3

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Attorney-General's

Vacancy VN-0762790

Federal Court of Australia

Closing Date:Monday 06 October 2025

Federal Court of Australia
National Operations (Legal)

Job Title	Legal Case Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	$84,228 - $91,809
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	Working from home arrangement available for fixed number of days subject to operational requirements
Classification	APS Level 5
Position Number	0767-09-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=72A9AC7D-5EDD-2ED8-F1AA-E43357655CC5

The Legal Case Manager position provides support to registrars as they exercise delegated judicial powers and administrative power.

Duties

Legal Case Managers provide support to judicial registrars, including:

Mediations and Case Management:

- Coordinate the management of proceedings the registrar is mediating or case managing, including liaising with parties, organising mediations and case management conferences, preparing correspondence, ensuring facilities are arranged in accordance with the requirements of each particular mediation and/or case management conference and ensuring that relevant case data on the Court's case management system is accurate and up to date.

Registrar Court work:

- Undertake preparatory work for bankruptcy and corporations lists, including liaising with parties, listing matters on the Court's case management system, preparing checklists, undertaking all post Court work, including uploading orders and ensuring the Court's case management system accurately reflects outcomes.
- Assist with any preliminary work required for public examinations, attending the examination with the registrar and ensuring that outcomes and listing details are accurately recorded.

Other Registrar Work:

Costs

- Support the registrar with all aspect of the work, including the review of bills of costs to ensure they are ready to be estimated and taxed, prepare drafts of all estimate letters and prepare orders and certificates of taxation for the registrar to approve.
- Assist with the lump sum costs process including by drafting orders, recording outcomes and corresponding with parties as required.

Applications for substituted service and issue of summonses for examination

- Support the registrar with all aspects of the work, including liaising with parties, prepare draft orders for consideration by the Registrar and arranging public examinations.

Diary and inbox management

- Ensure the registrars' calendar is up-to-date
- Check the registrar inbox and respond to correspondence from parties and practitioners.

Other duties as required.

Examples of this include:

- Legal research (if qualified).
- Proofing reasons for decision.
- Co-ordinate pro-bono referral work.
- Duty registrar support.
- Assist in Registry or Chambers.

Eligibility

Competencies & Attributes

- To undertake this role the successful candidate must have:
- The ability to provide high level administrative support effectively and efficiently.
- A sound understanding of the jurisdiction and practice and procedure of the Court or the ability to acquire such knowledge quickly.
- The ability to work both autonomously and also collaboratively as a member of a team.
- The ability to manage multiple tasks and priorities effectively.

- The ability to build and sustain positive relationships with a network of key stakeholders, internally and externally.
- A high level of IT proficiency.

Formal Qualifications

A legal or law related qualification (or current enrolment in a law or related degree) will be regarded favourably but is not a requirement.

Selection Criteria

1. Experience providing administrative and general support (preferably to a legal practitioner). Formal legal qualification, currently studying law and/or a demonstrable interest in the general federal law jurisdiction of the FCA.
2. Knowledge of the FCA and FCFCOA (general federal law) jurisdiction, practices and procedures, or the ability to quickly acquire this knowledge.
3. Good written and oral communication skills underpinned by exceptional attention to detail.
4. Problem solving skills and the ability to evaluate a large volume of information quickly and to manage multiple tasks and priorities effectively.
5. The ability to work both autonomously and collaboratively, including strong interpersonal skills, a proven ability to build and maintain positive professional relationships, and court appropriate presentation.
6. Demonstrated proficiency with administrative tasks and technology, including the use of electronic legal resources and the ability to learn and use the court’s case management systems and courtroom technology.

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.

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 one-page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 500). Please ensure this document is attached before submitting your application.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the 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	Angelina Gordo, Angelina.Gordo@fedcourt.gov.au
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=72A9AC7D-5EDD-2ED8-F1AA-E4335765

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Attorney-General's

Vacancy VN-0762812

Federal Court of Australia

Closing Date:Sunday 28 September 2025

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

Job Title	Deputy Associate to Judge McGinn
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA
Salary	$75,022 - $81,775
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	0763-09-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=E844A655-152B-0119-EA1A-E43390011E39

Purpose of Position

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

Duties

1. Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management.
2. Assist the Associate in the day-to-day management of chambers including responding to enquiries and as required, managing the Associate inbox on behalf of the Judge.

3. Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials.
4. Assist the Judge with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events.
5. Assist with the preparation of matters for both the Court and the Judge, which may include the preparation of case summaries, general file maintenance and other tasks as required.
6. Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards.
7. Assist with the general operation of chambers; and
8. Other duties, as required.

Important Functions

The person appointed to this position is expected to carry out his or her duties so as to:

- satisfy all relevant statutory obligations.
- satisfy the Australian Public Service Values and Code of Conduct
- contribute to and support achievement of the Court's Strategic and Business Plans
- operate within the Court's policies and procedural guidelines, and
- support and contribute to the Court's Service Charter

Eligibility

Other Requirements

- It is a mandatory that candidates have completed a qualification in law with a strong academic record (supported by Academic transcript).
- The ability to travel on circuits as required.

Selection Criteria

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

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

6. Minimum one year experience in a legal environment.

Contact Officer

For more information, please contact Deanna Oakley, Judicial Services Team Leader via telephone 08 7201 6227 or email Deanna.oakley@fedcourt.gov.au.

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.
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Diversity and Inclusion

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

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the 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	Deanna Oakley, 08 7201 6227
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=E844A655-152B-0119-EA1A-E43390011

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Attorney-General's

Vacancy VN-0762920

National Anti-Corruption Commission

Closing Date:Sunday 28 September 2025

Operations
ACT

Job Title	Investigator
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$94,563 - $106,769
Future Merit Locations	Perth, Brisbane, Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	092_09/25_PN1073
Agency Website	https://nacc.gov.au/

Job Description

https://nacc.nga.net.au/

About the National Anti-Corruption Commission

The NACC enhances integrity in the Commonwealth public sector by deterring, detecting, and preventing corrupt conduct involving Commonwealth public officials. It does this through education, monitoring, investigation, reporting and referral.

Working with us

This is an exciting time to join the NACC. We are looking for outstanding individuals to embed robust systems and processes, deliver exciting and diverse projects and demonstrate innovation and commitment to integrity in the public service.

NACC staff work in a complex and dynamic setting where exceptional judgement and an ability to achieve results is critical.

Successful candidates will have the ability to cooperate, manage, lead and perform successfully across corporate and operational functions

Duties

- Participate in corruption investigations and related work including the gathering of evidence relating to corruption issues across Commonwealth government agencies.
- Prepare correspondence and reports on complex matters, utilising highly developed written communication skills.
- Have knowledge of, or the ability to rapidly acquire a knowledge of relevant legislation and the NACC's policies and procedures.
- Undertake analysis of large and complex data sets of information, identifying relevant lines of enquiry.
- Contribute to the timely, efficient, and effective progress of investigations.
- Work independently and collaboratively towards the achievement of individual, team, and NACC's outcomes.
- Provide regular updates and progress reports to management on matters under assessment or investigation.
- Represent the NACC through liaison with other government agencies, and where appropriate, participate in joint investigations with partner Commonwealth and State agencies.
- Maintain responsibility for creating complete and accurate records in accordance with the NACC's recording keeping policies and procedures.
- On occasion, undertake travel throughout Australia (including regional and remote areas), as operationally required.

Undertake and/or assist with relevant activities supervised by the Senior Investigator, including, but not limited to:

- Assisting with investigation planning;
- Conducting interviews, under caution or otherwise;
- Taking written statements;
- Preparing affidavits and applications in relation to contemporary covert investigative techniques under the NACC Act;
- Assisting with preparation of briefs for public/private hearings;
- Executing search warrants;
- Preparing briefs of evidence;
- Giving evidence in court; and
- Managing and handling exhibits.

Eligibility

Employment with the NACC is subject to the following conditions:

Citizenship – applicants must be an Australian Citizen.

Security clearance – this is a Designated Security Assessment Position. The occupant of this position will be required to undergo and maintain a security clearance to Positive Vetting.

Suitability assessment - the NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but is not limited to) detailed background, character, employment, police and financial checks.

Probation - a probation period will apply to a new ongoing engagement in the Australian Public Service.

We encourage applications from the Australian community including Aboriginal and Torres Strait Islander people, people of all ages, people from culturally and linguistically diverse backgrounds, and people with a disability.

Notes

We offer attractive rewards and benefits to eligible employees, including:

- competitive rates of pay and 15.4% superannuation.
- generous paid parental leave for primary and secondary caregivers.
- an additional 3 days paid leave between Christmas and New Year.
- flexible working arrangements such as part-time work, flexible work hours, and technology to support working from home and similar arrangements.
- an option to purchase additional leave, up to 4 weeks per year.
- access to salary sacrificing, and
- access to studies assistance.

The NACC provides a service allowance of $1,972 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes the need for high-level personal security assessments; the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the National Anti-Corruption Commission

The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency that commenced in 2023. The NACC mission is to enhance integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials through education, monitoring, investigation, reporting and referral.

To Apply

Position Contact	Nigel, 02 9797 3815
Agency Recruitment Site	https://nacc.nga.net.au/

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Attorney-General's

Vacancy VN-0762827

Office of Parliamentary Counsel

Closing Date:Friday 03 October 2025

Drafting Drafting

Job Title	Assistant Parliamentary Counsel Grade 2
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$122,946 - $149,287
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	Several
Agency Website	https://www.opc.gov.au

Job Description

https://www.opc.gov.au/careers

Contribute to legislative drafting projects, in part to deliver project outputs but primarily to acquire the skills required to provide independent legislative drafting services and for team leadership.

Duties

(a) Develop legislative problem solving, drafting, interpersonal, supervisory and project leadership skills, and judgment, through on-the-job training and also via participation in formal training (courses, seminars etc).

(b) Assist the Senior Executive Service team leader and, under their general oversight, assume progressively higher levels of independent responsibility for carrying out the following tasks:

• providing legislative drafting services;

• organising planning and logistics of legislative projects;

• maintaining effective working relations with members of the drafting team, instructors, other OPC staff and other relevant parts of the government, parliament and public service.

(c) Carry out or participate in such product development (e.g. plain English) or operations support (e.g. IT development, participation in office committees and reviews, Legislation Process Course presentations) as may be assigned, or such other duties relevant to the service provided by the OPC as may be assigned.

Eligibility

To be eligible for the role, you must:

• be an Australian Citizen

• be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status

• hold a degree in law from an Australian tertiary institution or a recognised overseas qualification. To advance in OPC you must be admitted as a practitioner (however described) of the High Court or the Supreme Court of an Australian State or Territory.

Notes

About the Office of Parliamentary Counsel

The Office of Parliamentary Counsel (OPC) is a small Commonwealth government agency which provides clear, effective and accessible Commonwealth law for all Australians. We do this by drafting Bills for the Commonwealth government, and a significant proportion of Commonwealth legislative instruments. We also provide comprehensive, free access to Commonwealth legislation through the Federal Register of Legislation website, preparing compilations of Commonwealth legislation, and registering Commonwealth Acts and instruments on behalf of more than 70 agencies.

To Apply

Position Contact	Bronwyn Livermore, 02 6120 1422
Agency Recruitment Site	https://www.opc.gov.au/careers

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Attorney-General's

Vacancy VN-0762829

Office of Parliamentary Counsel

Closing Date:Friday 03 October 2025

Drafting Drafting

Job Title	Assistant Parliamentary Counsel Grade 3
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$141,423 - $170,260
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	Several
Agency Website	https://www.opc.gov.au

Job Description

https://www.opc.gov.au/careers

Contribute to legislative drafting projects, in part to deliver project outputs but primarily to acquire the skills required to provide independent legislative drafting services and for team leadership.

Duties

(a) Assist the Senior Executive Service team leader and, under their general oversight, assume progressively higher levels of independent responsibility for carrying out the following tasks:

• providing legislative drafting services;

• organising planning and logistics of legislative projects;

• maintaining effective working relations with members of the drafting team, instructors, other OPC staff and other relevant parts of the government, parliament and public service.

(b) Develop legislative problem solving, drafting, interpersonal, supervisory and project leadership skills, and judgment, through on-the-job training and also via participation in formal training (courses, seminars etc).

(c) Carry out or participate in such product development (e.g. plain English) or operations support (e.g. IT development, participation in office committees and reviews, Legislation Process Course presentations) as may be assigned, or such other duties relevant to the service provided by the OPC as may be assigned.

Eligibility

To be eligible for the role, you must:

• be an Australian Citizen

• be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status

• hold a degree in law from an Australian tertiary institution or a recognised overseas qualification. To advance in OPC you must be admitted as a practitioner (however described) of the High Court or the Supreme Court of an Australian State or Territory.

Notes

About the Office of Parliamentary Counsel

The Office of Parliamentary Counsel (OPC) is a small Commonwealth government agency which provides clear, effective and accessible Commonwealth law for all Australians. We do this by drafting Bills for the Commonwealth government, and a significant proportion of Commonwealth legislative instruments. We also provide comprehensive, free access to Commonwealth legislation through the Federal Register of Legislation website, preparing compilations of Commonwealth legislation, and registering Commonwealth Acts and instruments on behalf of more than 70 agencies.

To Apply

Position Contact	Bronwyn Livermore, 02 6120 1422
Agency Recruitment Site	https://www.opc.gov.au/careers

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Attorney-General's

Vacancy VN-0762831

Office of Parliamentary Counsel

Closing Date:Friday 10 October 2025

Drafting Drafting

Job Title	First Assistant Parliamentary Counsel
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 2
Position Number	Several
Agency Website	https://www.opc.gov.au

Job Description

https://www.opc.gov.au/careers

The Office of Parliamentary Counsel (OPC) is seeking a dynamic senior executive drafter with the ability to provide leadership while delivering highly complex drafting projects for the Government.

To be competitive for this role you need to have a high degree of drafting expertise, a collaborative approach that focusses on building relationships both within and outside OPC, the ability to build capability within the drafting cohort.

Duties

We seek people who are technically excellent, but also have a commitment to building drafting capability. They will bring new ideas, a focus on building OPC's future, and demonstrate a broad strategic focus and strong judgment in relation to drafting matters. A collaborative mindset is essential, as well as the ability to drive opportunities for capacity building while delivering on the Government's legislative agenda.

As the First Assistant Parliamentary Counsel, you will:

• assume overall responsibility for higher level legislative projects

• build the capability of assistant drafters, both by training assistant drafters within your team, and building that capability beyond your own drafting team

• support, mentor and build the capability of other senior drafters

• build and harness relationships across the APS

• strive for continual learning

• contribute to the management and leadership of OPC, particularly in relation to drafting matters.

Eligibility

The successful candidate will need:

• to be admitted as a practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory

• to be an Australian Citizen

• to be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to at least Negative Vetting 1 status.

Notes

About the Office of Parliamentary Counsel

The Office of Parliamentary Counsel (OPC) is a small Commonwealth government agency which provides clear, effective and accessible Commonwealth law for all Australians. We do this by drafting Bills for the Commonwealth government, and a significant proportion of Commonwealth legislative instruments. We also provide comprehensive, free access to Commonwealth legislation through the Federal Register of Legislation website, preparing compilations of Commonwealth legislation, and registering Commonwealth Acts and instruments on behalf of more than 70 agencies.

To Apply

Position Contact	Bronwyn Livermore, 02 6120 1422
Agency Recruitment Site	https://www.opc.gov.au/careers

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Attorney-General's

Vacancy VN-0762977

Office of the Australian Information Commissioner

Closing Date:Tuesday 30 September 2025

Job Title	Director, Strategic Communications
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC, Hobart TAS, Perth WA, Darwin NT
Salary	$141,876 - $161,916
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	Hybrid
Classification	Executive Level 2
Position Number	OAIC-2025-022
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

https://www.oaic.gov.au/about-the-OAIC/join-our-team

As Director of the Strategic Communications team, you will be responsible for overall engagement and relationship management for the OAIC. This includes responsibility for the OAIC's stakeholder engagement and communications strategies, media, events, website, engagement with privacy

and freedom of information networks and forums and other regulators including the ACCC, ACMA and Office of the e-Safety Commissioner. The position also ensures delivery of a range of organisational governance and reporting requirements.

Duties

Duties may include:

- Effectively and efficiently managing the capacity and capability of the teams responsible for delivery of strategic internal and external communication, events, media, and stakeholder engagement activities.
- Undertaking strategic management of the OAIC's media engagement, website, publications and other communications media, including speech writing and internal communications such as staff newsletters and all-staff meetings.
- Leading business improvement and efficient operations through the development and consistent use of policies and guidance, templates and effective planning tools.
- Guiding the creation of regulatory communications and educational content and its public distribution through multiple channels.
- Providing professional advice and briefing to Executives and senior leadership teams to deliver contemporary engagement opportunities and to mitigate exposure to negative media or event outcomes.
- Developing and maintaining strong relationships with business partners across the OAIC, our portfolio department and key Ministerial staff.
- Leading staff to embrace a workplace environment that is outcome focussed, with an instilled culture of continuous improvement.
- Effectively manage competing priorities with a small team of communications professionals, by building a generalist multi-skilled team

Eligibility

- Section 22 of the Public Service Act 1999 requires that APS employees must be Australian citizens.
- There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.
- For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance at the Negative Vetting Level 1 and meet required background, identification and character checks.

Notes

How to Apply

1. Please complete the application form found at the end of this job pack as part of your submission. Any personal information you provide is protected by the Privacy Act 1988 and will be used for recruitment purposes only. You can view our human resources privacy policy on our website.
2. Please provide:
    1. a CV (maximum of 3 pages) and
    2. statement of claim of up to one A4 page, addressing the duties, capabilities, skills and experience relevant to the role outlined above. Your statement should include the use of practical and professional examples of your skills and experience as relevant to the role.

3. Your application form, CV and statement of claim should be collated as one document (where possible) and sent in a single email to: jobs@oaic.gov.au. Please refer to the job pack for further information on the opportunity and how to apply Join our team | OAIC

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent agency within the Attorney-General's portfolio. Our primary functions are privacy, freedom of information and government information policy. Our responsibilities include conducting investigations, reviewing decisions, handling complaints, and providing guidance and advice.

To Apply

Position Contact	Sarah Christensen, a/General Manager, Regulatory Intelligence and Strategy, 02 9942 4196
Agency Recruitment Site	https://www.oaic.gov.au/about-the-OAIC/join-our-team

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Defence

Vacancy VN-0761970

Department of Defence

Closing Date:Monday 29 September 2025

Security Estate Group
Service Delivery Division

Job Title	Zone Operations and Coordination Team Leader
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$95,187 - $108,734
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/06406/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=14674429-D946-EA8B-C768-E41E2342653A

Duties

The Role

The APS 6 Zone Operations and Coordination (ZOC) Manager role requires an autonomous leader who has a can-do attitude; you will be managing a small team of ZOC Officers to manage workflows, assign resources, and monitor performance. At the same time, you will work on projects that progress SEG's strategic goals.

The ZOC Manager will lead and manage any of the following areas that the ZOC is responsible for:

- Zone Requests for Contribution and Tasking
- Workforce management
- Learning and development

You will ensure we value add and provide significant contributions to all South East Zone stakeholders. You will possess decision-making skills that demonstrate strategic leadership, initiative, and sound judgement. You will set the pace for you and your team to meet time critical deadlines on complex procedural, operational, administrative, and business outcomes.

About our Team

The South East Zone (SEZ) is a branch of the Service Delivery Division within the Defence Security and Estate Group (SEG). SEZ provides essential, on-the-ground services and support to Defence personnel at locations across the Riverina, Victoria and Tasmania. The Zone Operations and Coordination (ZOC) team provide administrative support, policy guidance, and centralised business co-ordination to the various teams across the South East Zone.

Some of the functions performed by the ZOC include; workforce planning, learning and development, finance, information management, ministerial and media enquiries. You will be part of a proactive and dynamic team that is trusted, proven and regarded as contributing to the positive service delivery culture.

Our Ideal Candidate

You will demonstrate the following characteristics:

- Ability to develop productive working relationships through proactive engagement with a range of stakeholders.
- Fosters and embeds a culture of collaboration and continuous improvement.
- Experienced at leading, developing team capability and confidence through coaching and feedback.
- Ability to build a positive culture through encouraging staff to be the ‘best they can be’.
- Delivers professional and consistent services.
- Accountable for setting, managing and monitoring workflows.
- Achieves quality outcomes through effective negotiation.
- Highly developed written and verbal skills to communicate clearly and with influence.
- Agile and strategic thinker with the ability to harness information to ensure support of the strategic direction.
- A high degree of self-motivation, resilience and a positive attitude to change.
- An innovative approach to work that applies holistic thinking towards the continuous improvement and innovation of services and service delivery.
- Willingness to learn and to be challenged.

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 agency.

About the Department of Defence

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To Apply

Position Contact	Michael Falloon, 0400 372 529
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=14674429-D946-EA8B-C768-E41

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Defence

Vacancy VN-0762510

Department of Defence

Closing Date:Thursday 02 October 2025

Joint Capabilities Group
Chief of Joint Capabilities

Job Title	Travel Administration Officer
Job Type	Full-Time, Ongoing
Location	Canungra QLD
Salary	$79,176 - $86,438
Future Merit Locations	Canungra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	JCG/07332/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=F37B8556-DF7A-7800-4263-E431B1112427

Duties

The Role

We are seeking a Travel Administration Officer to provide high quality administrative support within the Defence School of Intelligence (DSI). In this role, you will coordinate domestic and international travel for the DSI Command Team, support staff, and visiting lecturers, and assist the Orderly Room with Conditions of Service travel.

You will develop a working knowledge of Defence travel entitlements and policies to support the planning, booking, and finalisation of travel arrangements, ensuring a smooth and efficient process. The role also involves responding to travel related enquiries and contribute to general administrative tasks that support the broader business activities.

About our Team

The Defence School of Intelligence (DSI) delivers contemporary intelligence training to enable the Australian Defence Organisation in competition and conflict. This includes training for personnel

from the Army, Air Force and Navy services, civilian employees of the Department of Defence, selected personnel from New Zealand, the nations of the South Pacific region and the ASEAN states.

The Orderly Room team is an integrated workforce made up of both Australian Defence Force (ADF) and Australian Public Service (APS) staff. We provide administrative support and advice to everyone in the unit, including learners and staff. You'll be joining a friendly, collaborative team that values problem-solving and great service.

Our Ideal Candidate

We're looking for someone who brings strong administrative and coordination skills, enjoys working collaboratively, and can build effective relationships across a team environment. You'll be organised, adaptable, and confident working independently to manage competing priorities.

You'll ideally have experience in travel coordination, administration, customer service, or service delivery roles. Familiarity with government or Defence environments is highly regarded, but not essential. We value candidates who are quick to learn and bring a proactive, solutions-focused mindset.

We're especially interested in someone who:

- Provides exceptional customer service and communicates clearly and professionally.
- Works independently and takes initiative to manage multiple tasks and priorities.
- Is comfortable using Microsoft Word, Excel, Adobe, and learning new business systems.
- Has experience planning and coordinating tasks across multiple areas or activities.
- Demonstrates strong written and verbal communication skills.
- Contributes actively to team discussions, shares information, and supports team goals.
- Shows a commitment to public service values and ethical standards.

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 agency.

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To Apply

Position Contact	Susan Madeley, 07 3903 7069
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F37B8556-DF7A-7800-4263-E43

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Defence

Vacancy VN-0762565

Department of Defence

Closing Date:Sunday 28 September 2025

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Project Scheduler
Job Type	Full-Time, Ongoing
Location	Southbank VIC
Salary	$95,187 - $108,734
Future Merit Locations	Southbank
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/06950/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E93EBBAE-C125-4A22-D8D3-E431EDA7BC14

Duties

The Role

Land Systems Division is seeking experienced and passionate Project Schedulers looking for a new challenge and to be part of an energetic team.

As an APS 6 Project Scheduler, you will have a unique opportunity to contribute to a multi-disciplinary team, delivering Australian Defence Force systems that are at the leading edge of Defence capability. You will apply your project scheduling skills to support some of the largest, most complex programs in Australia.

You will be working in a diverse workplace that supports work-life balance and offers flexible working arrangements, with generous employment benefits including professional learning opportunities to help grow your career.

Your responsibilities will require you to apply your project scheduling skills and experience across a wide range of activities to deliver and sustain Australian Defence Force capability. These activities may vary from tracking multi-million dollar budgets, assisting with tender evaluation and providing input to submissions to Government, and collaborating with specialist engineering and logistic services.

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-focused as we collaborate closely with the Services and industry to deliver the latest equipment to maximise ADF performance.

Our teams work in a dynamic, fast-paced and supportive environment that delivers complex projects. We provide professional and timely support to senior leadership and capability delivery teams. We have insight into a broad range of LSD activities and strategic initiatives, providing an ideal foundation for future career progression within Defence.

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

You will be an experienced and committed project scheduling professional able to collaborate effectively within a project management team, as well as with external stakeholders, in order to develop and maintain a detailed project schedule to support the delivery of the required Defence capability.

You will be adaptable and agile and apply your initiative to make informed decisions and proactively resolve problems. As a dynamic team member, you will use your strong interpersonal and communications skills to build collaborative stakeholder relationships, influence change and drive continuous improvement.

You would benefit from experience using scheduling software packages, and have demonstrated knowledge of schedule risk practices such as Earned Value Management and Monte Carlo Analysis. You are able to interpret data and make sound decisions, apply good judgement to support your team to achieve organisational objectives, and supervise and develop project scheduling staff, while continuing to pursue your own self-development goals.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	James Ruffell-Hazel, 03 9282 3738
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E93EBBAE-C125-4A22-D8D3-E4

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Defence

Vacancy VN-0762646

Department of Defence

Closing Date:Sunday 28 September 2025

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Platform Manager
Job Type	Full-Time, Ongoing
Location	Cairns QLD
Salary	$95,187 - $108,734
Future Merit Locations	Cairns
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/07415/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8E8BDBFE-D8C6-8362-CC99-E4322A1B084A

Duties

The Role

Act as a Maintenance Activity Governance Role and vessel maintenance subject matter expert within the RMC-NE accountable for key milestones through the vessel maintenance activity.

Be expected to develop and maintain effective working relationships with all relevant internal and external stakeholders.

Provide governance and assurance of the RMC-NE Technical Support Network to ensure vessel compliance with relevant classification and safety requirements and assist in ensuring the delivery of high quality services and maritime products to the Products being supported.

Be accountable for the accurate completion of work within agreed schedules and requirements of product management plans to ensure that product management requirements are fully considered, costed and documented.

About our Team

In response to the Australian Government, developing a nationwide naval shipbuilding enterprise the MSM is being implemented to realise Plan Galileo; Maritime System Division's national, long term approach to sustainment of the naval fleet. The RMC-NE is located in Tropical North Queensland, Cairns and will provide capability support to the Royal Australian Navy from the Cairns maritime precinct.

The focus of this organisation will be on enhanced collaboration, co-ordination, workforce development and expansion to build the capability and capacity needed to meet increasing ship maintenance demands.

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

Our Ideal Candidate

Analysis: You will be adept in reviewing and analysing maritime technical information, consulting resources and documentation for clarity, make judgements and have the ability to think objectively and systematically.

Communication and Stakeholder Engagement: Your ability to effectively communicate, build and sustain relationships and manage stakeholder engagement will be a key strength and critical to your success in the role.

Writing and reporting: You will be someone who can write clearly, succinctly and correctly, structuring information and convincing through writing. Your strong ability in analysing, synthesising and presenting technical information and data in a clear and concise manner, will aid key decision-making.

Risk Management: Investigate and identify product management risks and issues and take the initiative to provide solutions.

Apply expertise and technology: We are looking for people who can apply, develop & share their specialist and detailed maritime technical expertise, whilst also understanding other associated disciplines and how they relate to one another in the context of maritime sustainment and maintenance.

Learning and Research: Ability to learn rapidly, gather and understand information quickly, and ensure an organisational learning approach.

Following Instructions and procedures: Working within the Defence environment, you will be someone who can follow procedures and instructions, showing a commitment to compliance with safety, policy and legislative requirements. You will have high attention to detail, along with a strong sense of self-management, the ability to manage tasks and prioritise appropriately.

Contract Management: Translate, apply and implement the administrative, operational, contract management, technical and resource requirements for complex product management activities.

Supervision and Mentoring: Supervise a small team and be accountable to set work priorities and manage workflows.

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 agency.

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To Apply

Position Contact	Peter Thurstans, 0438 551 888
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8E8BDBFE-D8C6-8362-CC99-E4

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Defence

Vacancy VN-0762678

Department of Defence

Closing Date:Sunday 28 September 2025

Inspector-General of the Australian Defence Force
Office of the Inspector-General of the Australian Defence Force

Job Title	Team Leader Reporting & Monitoring Data Analyst
Job Type	Full-Time, Ongoing
Location	Brindabella NSW
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	APS Level 6
Position Number	IGADF/07484/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=46B87C68-C6A1-759C-0897-E43267CA3056

Duties

The Role

In the Directorate of Military Justice Performance and Review within the Office of the Inspector-General of the ADF, Team Leader Reporting and Monitoring will be responsible to:

- Support the Assistant Director Systems & Data with implementing recommendation 54 (b) of the Royal Commission into Defence and Veteran Suicide. Longitudinal study team to determine trends, themes and issues of concern identified in the final Audit Reports.
- Drafting and preparing detailed audit reports, minutes, strategic briefs and providing OIGADF statistics data.
- Identify and undertake analysis to structure, solve and provide advice on complex data problems, including gathering and exploring from a variety data sources.
- Identify, analyse and report on trends, patterns and insights from Military Justice Performance Audit Reports, including military justice survey results and corrective actions.
- Support the development and implementation of data analysis methodologies, tools, techniques and dashboards that aid users to understand the significance of the data.
- Attend internal and external meetings to observe Defence Military Justice performance, programs and tools.
- Work closely with the Audit Operations and Assurance teams to synchronise systems and data effects through pre-audit, audit and post-audit phases to enhance current Audit tools, spreadsheets, workflows, systems and resources.
- Lead a small team and be able to work independently.

The Team Leader Reporting & Monitoring will also provide support to other staff functions within Office of the IGADF as needed with the following tasks:

- Office of the IGADF: Provide support to other areas of the Office of the IGADF as directed by Director of MJPR & ADSA.
- DMJPR: Provide support to planning and conduct of Military Justice Audits on an ad-hoc basis.
- Operations Team: Pre-audit planning data tools to support longitudinal study, these tools include DECMS, MARS, Audit projections and audit cycle planning spreadsheets. Also, support with collation of final audit reports.
- Assurance Team: Input data sources /programs to support with overdue reports, corrective actions and audit checklists.

About our Team

The Office supports the Inspector-General of the Australian Defence Force in their statutory functions of overseeing the effectiveness of the military justice system. Directorate of Military Justice Performance Review is responsible for improving the frequency of Military Justice Performance Audits and conducting longitudinal studies of all Audit Reports every two years to determine trends, themes and issues of concern, and provide the outcomes of this analysis to the Chief of the Defence Force, the Minister for Defence and the Minister for Defence Personnel.

Our Ideal Candidate

You will demonstrate:

- Exceptional communication and writing skills, In-depth knowledge and understanding of data analytics, including data mining, statistical analysis, predictive modelling and data visualization.
- Highly developed written and verbal communication skills.
- Report writing experience that requires analysis, data interpretation, and evaluation.

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 agency.

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To Apply

Position Contact	Leigh Gilbert, 02 6132 7282
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=46B87C68-C6A1-759C-0897-E43

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Defence

Vacancy VN-0762682

Department of Defence

Closing Date:Sunday 21 September 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	Cyber Operations Coordinator
Job Type	Full-Time, Ongoing
Location	Harman ACT
Salary	$86,687 - $93,066
Future Merit Locations	Harman
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to assisting with flexible office arrangements. Flexible Office Arrangements are available for certain roles within Defence.
Classification	APS Level 5
Position Number	JCG/07340/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B542CD6D-82AE-7139-239D-E43268016AFB

Duties

The Role

The APS 5 Cyber Operation Coordinator role is responsible to the Operations Warrant Officer, for the directorate's work take on, coordination of tasking and oversight of whole of directorate personnel structure.

Duties include:

- Contributing to the effective operation of the Defence Security Operation Centre (DSOC);
- Managing, coordinating and uplifting work take-on and task tracking for DSOC;
- Managing recruitment activities and human resource administration throughout the directorate;
- Coordinating training and upskilling of the directorate according to relevant roles and responsibilities;
- Coordinating personnel to support cyber task support requests through Cyber Forces Group;
- Understanding roles and responsibilities within the directorate to ensure effective coordination responses from the directorate;
- Supporting DSOC external engagements, forums and working groups;
- Responsible for Information Management as the Directorate's Objective Workgroup Coordinator.

About our Team

DSOC is the strategic centre for Cyber Security Operations within Defence. DSOC provides mission focused services across the Defence enterprise through a range of Cyber Security Operations functions. The team have access to contemporary tools, training, and support to enable high quality achievement, responsive, and dynamic outcomes in support of Defence and its mission.

DSOC is a collaborative and agile team, committed to providing opportunity for professional development whilst also contributing to key strategic outcomes. DSOC consists of a diverse workforce of complementary skillsets, inclusive of APS, ADF, and contractors. We routinely engages with a wide range of stakeholders across the Department, Whole-of-Government, and Defence Industry, to identify new opportunities for improvement and collaboration.

Our Ideal Candidate

Team orientated collaborator with a strong passion for Cyber Security Operations with the ability to understand and collaborate with Cyber operations teams. Our ideal candidate will have:

- Experience in Cyber Security Operation and/or Information Communication Technology coordination;
- Excellent oral and written communication skills demonstrating the ability to tailor and adapt communication to suit a variety of stakeholder requirements;
- Experience in working within a high tempo environment, while managing competing priorities to a high standard of accuracy;
- Possess a well-rounded ability to think critically, and be inquisitive, while diligently and pragmatically driving at results;
- Demonstrates self-awareness and a commitment to share learning opportunities and support others.

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 agency.

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To Apply

Position Contact	Yevanne HO, 02 5131 0960
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B542CD6D-82AE-7139-239D-E4

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Defence

Vacancy VN-0762694

Department of Defence

Closing Date:Sunday 28 September 2025

Associate Secretary Group
Defence Legal

Job Title	Ministerial Coordinator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ASG/06513/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6B9CAB7D-96CD-A417-8EAF-E432687A6865

Duties

The Role

Manage Defence Legal's ministerial and media workload and provide support to Divisional subject matter experts.

The Ministerial and Media Coordination Officer will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues.

The position coordinates Defence Legal's input to a range of internal business and Ministerial and Parliamentary tasking and workflow (including Ministerial submissions and correspondence, Question Time Briefs, Questions on Notice, media enquiries, cabinet taskings and other products tasked through the Parliamentary Document Management System).

The role also involves providing support to the Chief Counsel and Defence Legal Division to deliver administrative and executive support, assist managing Divisional business and corporate related activities and additional work as required.

About our Team

The position is part of a small team within the Office of the Chief Counsel and reports to the Executive Officer.

As part of Defence Legal, you will have the opportunity to have direct exposure to the Senior Leadership and the breadth of Departmental services, programs, policy and regulation. You will gain valuable experience in enabling services to enhance your career and the opportunity to use your skills to support the team to deliver high quality services to the division.

While the focus of your work is within the division, you will have an outward view, and establish networks across services, other Defence Groups and corporate areas.

We are looking for emerging leaders with a blend of strategic facilitation, co-ordination and administration skills. Experience in executive, ministerial support and enabling services would be highly regarded.

Our Ideal Candidate

The candidate will have considerable level of stakeholder engagement and liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders needs and expectations to achieve work unit and Defence outcomes.

Our ideal candidate will:

- Communicate and influence in a clear, concise and articulate manner, both in writing and orally.
- Engage and work collaboratively with stakeholders and negotiate in a persuasive manner to achieve business outcomes.
- Have strong interpersonal, team-building and stakeholder engagement skills.
- Have highly developed communication skills and be able to demonstrate excellent attention to detail.
- Work effectively as part of a team or autonomously as required.
- Exhibit Department of Defence values, respect diversity and foster a culture of ingenuity and agility.

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 agency.

About the Department of Defence

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To Apply

Position Contact	Sergio Avellaneda, 02 6246 7295
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6B9CAB7D-96CD-A417-8EAF-E4

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Defence

Vacancy VN-0762705

Department of Defence

Closing Date:Sunday 05 October 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Amberley QLD, Brindabella Business Park ACT, Penrith NSW
Salary	$86,887 - $93,066
Future Merit Locations	Amberley, Brindabella Business Park, Penrith
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	GWEO/07276/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DD8D6976-7E50-741D-231C-E4326770D9E6

Duties

The Role

Solve problems, build resilience, and be part of something bigger.

Become a part of the GWEO Systems Division in the Department of Defence as an APS 5 Logistics Officer and dive into the exciting field of guided weapons and explosive ordnance.

In this important position, your responsibilities will include:

- Helping with complicated logistics inventory and asset management tasks.
- Implementing integrated logistics support techniques.
- Using risk management to enhance operations.
- Assisting with financial documents and budgets.
- Draft responses to briefs and reports on logistics management.
- Participate in the review and development of policies, procedures and processes.

As a member of our team, you will:

- Collaborate with different Defence teams.
- Determine task priorities.
- Provide knowledgeable guidance on logistics management activities.
- Assist with managing programs and projects.

If you are passionate about delivering impactful solutions in a dynamic environment, this is your chance to make a meaningful difference, join us and be part of something extraordinary!

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

About our Team

GWEO is the newest Group in Defence and we are growing a team of dedicated employees performing activities such as requirements setting; contracting; procurement; international logistics; domestic manufacturing; item management and maintenance, and co-ordination of disposal.

GWEO Systems Division is responsible for the GWEO capability life cycle. This includes the acquisition, sustainment and disposal of all guided weapons and explosive ordnance for Defence.

The division is also responsible for:

- Maintenance of explosive ordnance
- Developing the Australian Defence Force Weapons Capability Roadmap
- Overseeing the remediation of GWEO preparedness
- Enabling capability elements.

Our team is made up of various disciplines (including engineering, project management, commercial, logistics, and business enabling services). We are located in several locations across ACT, NSW, VIC and QLD and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

GWEO has a strong focus on providing our staff with a diverse and manageable work-life balance, and we support flexible working arrangements. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally.

We actively maintain a Group Culture Pan and are committed to achieving a workplace culture that is inclusive and diverse; one, which directly reflects the needs, and scope of Defence's varied operational requirements.

Our Ideal Candidate

Our Ideal candidate will possess the following skills and capabilities:

- Strong commitment to meeting legal and regulatory requirements for Explosive Ordnance;
- Support the sustainment and acquisition aspects of materiel logistics;
- Work effectively under broad direction with established priorities and methodologies;
- Understand, interpret and implement policy compliance, processes and procedures that support the acquisition and sustainment of equipment in accordance with Defence requirements.
- Work effectively under broad direction with established priorities and methodologies;
- Be analytical with an innovative mindset to challenge traditional business methods;
- Exemplary written and oral communication skills for engaging diverse stakeholders.
- Creative, pragmatic and solutions-focused approach.

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 agency.

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To Apply

Position Contact	Tina Jovanovska, 02 5133 3057
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DD8D6976-7E50-741D-231C-E4

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Defence

Vacancy VN-0762706

Department of Defence

Closing Date:Monday 29 September 2025

Security Estate Group
Infrastructure Division

Job Title	Estate Strategic Planner
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/05732/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CCB73036-2878-1CE8-D65E-E43316BB498E

Duties

The Role

Shape the Future of Australia's Defence Estate

The Department of Defence is the Federal Government's largest landholder, managing over 3 million hectares across the country. Within the Security and Estate Group, Estate Planning plays a critical role—providing the strategic planning framework and guidance for more than 70 major bases, 70 training ranges, and over 800 leased and owned properties. This is the Defence Estate.

Are you someone who:

- Thrives in a fast-paced, dynamic environment?
- Enjoys engaging with policy makers and technical experts to influence high-level strategic decisions?
- Values building relationships and navigating complex organisations?
- Loves strategic thinking and wants to contribute to the Defence of Australia?

If so, Estate Planning could be your next career move.

In this role, you will contribute to estate analysis and planning outcomes within an integrated workforce, gaining valuable exposure to planning legislation and practices across Australia. You will have opportunities to make an impact at the local (base), regional, and national levels while collaborating across Defence and Government on planning initiatives that shape the future of the estate.

We are looking for someone who is energised by solving complex problems, thrives in collaboration, and is comfortable working in a fast-moving, sometimes ambiguous environment

About our Team

The Security and Estate Group (SEG) is responsible for developing and sustaining the Defence estate, and serves as the consolidated security and service delivery organisation for Defence. Within SEG, the Estate Planning team plays a critical role in shaping the future of Defence infrastructure and land use.

Our Work Includes:

- Developing policy for managing the Defence estate;
- Leading engagement with local governments and external stakeholders;
- Managing land use matters such as urban encroachment and assessing development applications;
- Acting as the delegated departmental planning approval authority for infrastructure projects, facility upgrades, and land divestments;
- Conducting strategic assessments for estate acquisitions, disposals, and leases;
- Leading resilience and critical infrastructure initiatives across Defence; and

- Collaborating with other SEG branches, Defence groups and services, and other government agencies to deliver integrated outcomes.

While the majority of our team is based in Canberra, we are a geographically dispersed workforce with staff located in Perth, Adelaide, Darwin, Brisbane, and regional New South Wales. This national footprint enables us to deliver regionally informed and strategically aligned estate planning outcomes.

Our Ideal Candidate

- Proven ability to deliver strategic studies and planning outcomes.
- Strong stakeholder engagement skills, with the ability to communicate with influence across internal and external networks.
- Experience preparing high-quality advice, briefs, and reports for senior leaders.
- Excellent time management and the ability to prioritise competing demands in a complex environment.
- A quick learner with a proactive mindset and a desire to grow.
- A positive, inclusive team player who can work effectively in a geographically dispersed and diverse organisation.

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 agency.

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To Apply

Position Contact	Natalie Clark, 0475 962 457
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CCB73036-2878-1CE8-D65E-E4

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Defence

Vacancy VN-0762712

Department of Defence

Closing Date:Sunday 28 September 2025

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	ILS Manager - Acquisition
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	$120,303 - $135,701
Future Merit Locations	Osborne
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NSSG/07483/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=137A5E99-176C-E97F-FD89-E43317D26A18

Duties

The Role

An Integrated Logistic Support (ILS) opportunity exists at the EL 1 level within the Collins Class Submarine Life of Type Extension Project (LOTE). You will be part of a specialised team responsible for ensuring Australia's submarine capability remains operational beyond their initial life of type. As the manager of the ILS section, you will be providing governance and assurance of the ILS program, responsible for guidance, planning and conducting materiel and logistics related acquisition tasks to ensure the Collins Class Submarines are supportable for their extended life of type.

The ILS Section supports the LOTE Project through:

- Developing and maintaining project ILS plans - aligned to Defence policy and best practice - to ensure the updates to the Collins Class Submarines are accompanied by updates to: training, sparing, maintenance and other facets of the Support System.
- Engaging and communicating with stakeholders (Navy, NSSG and Contractors) to identify, respond and provide advice.

About our Team

The Collins Submarine Program within the Naval Shipbuilding & Sustainment Group (NSSG) is responsible for the maintenance and programmed upgrade of Australia’s Collins Class Submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability to the nation.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five. Information on Defence employees’ working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement. If you require further information, please email nssg.submarines.workforcemgt@defence.gov.au.

Our Ideal Candidate

Our idea candidate will be accountable for the below:

- Managing and leading a team, providing clear and consistent communication, setting clear performance and behavioural standards, managing performance and delegating responsibilities.
- Develop, implement and maintain policy, processes and systems to support the acquisition and sustainment of equipment in accordance with Defence requirements.
- Understand and apply organisational processes and procedures.
- Build and sustain relationships with key stakeholders at the strategic and operational level.

- Evaluate material logistics activities, understand critical factors for success and initiate activities to ensure alignment with project objectives.

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 agency.

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To Apply

Position Contact	NSSG Submarine Workforce Management, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=137A5E99-176C-E97F-FD89-E43

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Defence

Vacancy VN-0762717

Department of Defence

Closing Date:Sunday 28 September 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Explosive Ordnance Armaments Technician
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	$69,898 - $108,734
Future Merit Locations	Amberley
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	GWEO/06910/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=22399D5C-C2FB-2AD8-2C00-E43318CF83CE

Duties

The Role

Are you looking to use your technical skills in an exciting, cutting-edge environment where you can solve problems, learn new skills and obtain further qualifications?

We are currently recruiting for an Explosive Ordnance Armaments Technician with the Department of Defence in GWEO's Explosive Ordnance Maintenance Directorate (EOMD) at RAAF Base Amberley. This position plays a critical role in ensuring the safety, functionality, and readiness of Australian Defence Force guided weapon systems and explosive ordnance through technical maintenance, inspection and certification activities.

Key responsibilities:

- Undertake electronic/mechanical technical maintenance to maintain and certify Guided Weapons and associated support equipment. This end-to-end process includes maintenance, breakdown, repair, assembly, alignment, calibration, test, inspection and technical certification.
- Apply current technical data and approved maintenance documentation to perform these technical activities within an explosive ordnance field.

- Operate within a high-compliance technically regulated environment, adhering strictly to all safety, quality assurance, and regulatory requirements.
- Accurately record maintenance activities in documentation and digital maintenance management systems.
- Work collaboratively in a team environment and communicate effectively with supervisors, engineers, technical staff, and other stakeholders.
- Maintain and develop your technical skills through a range of in-house and external training pathways.

Conditions of Employment:

- Must be eligible to hold an Australian Government Security Clearance.
- Must be willing and available to work to shift patterns, including nights and weekends, when operationally required.
- Will be required to wear personal protective equipment (PPE) and undergo regular safety and medical assessments.
- Must be able to work at location to a standard working week, no work from home available.
- Must be willing and available to travel for work and training purposes at other locations throughout Australia and overseas on an intermittent basis.

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

About our Team

EOMD is an integral part of GWEO Maritime & Maintenance Branch, which is part of the Guided Weapons Guided Weapons & Explosive Ordnance (GWEO) System Division. Our team consists of various disciplines (including engineering, maintenance & technical inspection, project management, commercial, logistics, and corporate enabling services).

We are located in Canberra, Penrith, Amberley, Melbourne and HMAS Stirling in Perth. Our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

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

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

In GWEO Maritime Branch, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

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

Our Ideal Candidate

Our ideal candidate will:

- Have personal drive by committing to action and the ability to prioritise competing demands to meet deadlines.
- Think creatively about complex problems and then propose sound and researched technical approaches to solve them.
- Work both independently and as a member of the team, to build and maintain effective relationships.
- Have the ability to confidently influence and engage with stakeholders, using a range of demonstrated communication skills.
- Be passionate about ongoing self-improvement and professional development.

If you are someone who:

- Enjoys supporting challenging and highly complex activities,
- Is creative, pragmatic and solutions focused, and
- Is not afraid to challenge the traditional ways of doing business.

Then this is the role for you!

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

Notes

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

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To Apply

Position Contact	Paul Dowdle, 07 5362 5469
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=22399D5C-C2FB-2AD8-2C00-E4

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Defence

Vacancy VN-0762735

Department of Defence

Closing Date:Sunday 28 September 2025

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Human Factors (HF) Specialist
Job Type	Full-Time, Ongoing
Location	Southbank VIC
Salary	$120,303 - $135,701
Future Merit Locations	Southbank
Office Arrangement	On Site;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/07431/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6A2E52B1-B8D1-375D-514A-E4331A46C2BA

Duties

The Role

As an EL 1 Human Factors (HF) Specialist in the Directorate of Specialist Engineering within Land Engineering Agency (LEA), you will ensure that Human Factors are effectively integrated into the design and acquisition of Land systems. This role requires expertise in understanding human capabilities, limitations, and behaviours to optimise human-system performance and minimise risk.

You will ensure the user and their capabilities are fully considered across all phases of the capability life cycle. This will include;

- Identification, management and mitigation of human-systems risks
- Incorporation of HF in project documents and activities (user requirements, functional and performance specifications, contractual documents, test and evaluation, etc.)
- Provision of specialist advice to a range of stakeholders
- Production of Human Systems Integration (HSI) policy and guidance
- Working in partnership with key domestic and international stakeholders, within and outside Defence
- You will be responsible for advocacy, education, and coaching of HSI across LEA and Defence stakeholders.

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.

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

Our ideal candidate will be an experienced scientist/engineering professional with a tertiary qualification in HF or related discipline. You will have a deep technical knowledge and experience in the application of HF and HSI to design, development, acquisition and sustainment of systems. Experience in Defence is preferable but not essential.

You will have strong knowledge and experience of different areas of HF/HSI such as:

- Anthropometry
- Workload analysis
- Early Human Factors Analysis
- Risk identification
- Requirements definition
- HSI plans
- Human machine interface analysis
- System safety and human error analyses
- User data collection including test & evaluation and statistical analysis
- HSI assurance activities.

Strong analytical, problem-solving, and communication skills are required. You will be able to work with a degree of autonomy but also work well as part of a team and actively foster a supportive, collaborative team environment. You will be responsible for planning HSI support, mentoring, and reviewing deliverables.

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 Engineers Australia Stage 1 competency standard for Engineering Associate recognition (or ability to obtain status as an Engineering Associate within three months) or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position. Proof of Qualifications will need to be provided.

Notes

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To Apply

Position Contact	Sheena Davis, 03 8534 1657
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6A2E52B1-B8D1-375D-514A-E4

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Defence

Vacancy VN-0762753

Department of Defence

Closing Date:Sunday 28 September 2025

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Explosive Ordnance Armament Technician & Electronics Technician
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	$69,898 - $108,734
Future Merit Locations	Rockingham
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	GWEO/07406/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=42A17562-E3DC-60CB-35D2-E4331997E4E7

Duties

The Role

Are you looking for a meaningful role to apply your skills?

An opportunity exists to join our dynamic and vibrant Defence team as an Explosive Ordnance Armaments Technician or Electronic Technician within our Explosive Ordnance Maintenance Directorate. If you are searching for new career opportunities with an agile, empowering, positive and open organisation, this role could be for you!

We are currently recruiting for Explosive Ordnance Armaments Technicians and Electronics Technicians in Explosive Ordnance Maintenance Directorate (EOMD) at the Torpedo Maintenance Facility (TMF) HMAS Stirling, WA in the Department of Defence. This position plays a critical role in ensuring the safety, functionality, and readiness of the Australian Defence Force's guided weapon systems and explosive ordnance through technical maintenance, inspection and certification activities. This is a broadband position, offering an excellent opportunity for career growth. The successful candidate will be expected to actively work towards progression within the broadband, demonstrating increased capability, performance, and responsibilities over time to obtain and maintain the maintenance level authorities and requirements for advancement.

There are 3 levels of maintenance authorities:

- Maintainer to Quality Verifier – APS4 Level and all new starters
- Independent Inspector to Weapon Coordinator- APS 5 Level
- Lead – APS6 Level (Supervisor) Advancement through a broadband position requires ongoing training such as online modules, on the job training and specialised training, obtaining and maintaining various maintenance authority for materiel maintenance tasks and sitting Assessment Boards for progression.

The formal assessment of an employee's skills and proficiencies will determine their eligibility for advancement this may include the employee having to:

- Obtain formal qualifications ;
- Attend nominated training courses; or
- Participate in a merit selection process.

Employees may enter the broadband at any level within the broadband subject to:

- Work value of duties to be performed consistent with their current proficiency and authorisations;
- Assessment of proficiencies and authorisations will be done as part of the selection process;
- Previous experience within Defence and/or a highly regulated similar work environments such as trade qualified people; and
- Conducting and certifying the maintenance, breakdown, repair, assembly, alignment, calibration, test, inspection, technical certification, and safety of guided weapon technical maintenance task in accordance with strict regulations.
- Using technical data, publications or documentation to perform technical activities within an explosive ordnance field.
- Follow defined policy, processes and procedures in a highly regulated environment including participating in regular audits and quality assurance activities.
- Carry out all workplace activities in accordance with WH&S and technical regulatory requirements.
- Operate hand and power tools and overhead crane in varying work conditions.
- Build and sustain positive relationships as an effective team member.
- Control and completion of various types of paperwork with strict documentation and control requirements.
- Compile maintenance reports, as required.
- Provide on the job training and mentoring of maintenance tasks to other maintenance staff, applicable to APS 5 level and above only
- Continuous personal progression of the broadband.
- There will be work involved with hazardous substances requiring the use of specialised PPE for the conduct of maintenance including working in hot environments.
- Must be able to work at location to a standard working week of 37.5 hours, current hours are 0630-1430 daily, no work from home available.
- Must maintain Maintenance Authority for continued employment, as Maintenance Authority is considered an essential qualification for maintenance positions.

Note: This position will be required to access US export controlled materiel and therefore applicants will be requested to disclose any dual citizenship with another country during the

recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR).

About our Team

EOMD is an integral part of GWEO Maritime & Maintenance Branch, which is part of the Guided Weapons Guided Weapons & Explosive Ordnance (GWEO) System Division. Our team consists of various disciplines (including engineering, maintenance & technical inspection, project management, commercial, logistics, and corporate enabling services). We are located in Canberra, Penrith, Amberley, Melbourne and Stirling, and our focus is to acquire and sustain guided weapons and munitions for the Australian Defence Force.

GWEO Maritime & Maintenance Branch is dedicated to providing our staff with a diverse, manageable, and favorable work-life balance. We will also invest in your training and development to ensure your time with us is deeply rewarding, both personally and professionally. We are committed to achieving a workplace culture that is inclusive and diverse; one that directly reflects the needs and scope of Defence’s varied operational requirements.

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

In GWEO Maritime Branch, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get with any other organisation.

Other benefits include:

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

Our Ideal Candidate

Our ideal candidate will be someone seeking to commence a career in the Australian Public Service commencing at the APS 4 level and is able satisfy the highly desirable qualifications stipulated and/or work towards progressing through the broadband via on the job training:

- Have the technical aptitude and drive to allow them to successfully complete necessary Explosive Ordnance (EO) and maintenance training to satisfy their positional KPI's as well as support their career advancement to the APS 6 level. Only existing qualified people or those with suitable experience may qualify for a higher APS starting level;
- Have personal drive and have the ability to prioritise competing demands to meet deadlines and display initiative;
- Think creatively about complex problems and then propose sound options utilising research and technical approaches to solve them;
- Be an individual who is able to demonstrate adaptability and flexibility required to respond to the needs of their stakeholders in order to meet Defence outcomes. They will be required to work independently with limited direction, and as a member of the team, to build and maintain effective relationships.
- Have the ability to confidently engage with stakeholders, using a range of demonstrated communication skills;
- Strong verbal and written communication skills;
- Will be able to exercise both initiative and judgement in the interpretation of policy and demonstrate 100% procedural compliance during the conduct of maintenance; and
- Required to demonstrate knowledge and ability by sitting maintenance authority boards to progress to the next APS level and/or maintenance authority level.
- Is willing to travel to conduct maintenance activities as required, Australia wide.

Then this is the role for you!

Eligibility

Security Clearance:

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

Mandatory Qualifications:

For the EO Armament Technician position:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 3 - Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

For the EO Electronic Technician position:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 4 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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

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To Apply

Position Contact	Ian Hiller, 08 9580 4060
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=42A17562-E3DC-60CB-35D2-E4

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Defence

Vacancy VN-0762755

Department of Defence

Closing Date:Sunday 21 September 2025

ARMY
Forces Command

Job Title	Recruit Administration Supervisor - 1 RTB
Job Type	Full-Time, Ongoing
Location	Kapooka NSW
Salary	$86,887 - $93,066
Future Merit Locations	Kapooka, 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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ARMY/07522/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=148F0C89-4F9E-9993-FFC4-E433523AF055

Duties

The Role

The APS 5 Recruit Administration Supervisor is responsible for the administration of Army's newest soldiers at the 1st Recruit Training Battalion. Some administrative support is also provided to the military and APS staff of the unit.

The role requires the supervision of a number of teams and individuals who collectively:

- Ensure initial administration for all Army recruits is completed including pay and personnel records.
- Administer recruits during training including personnel tracking, leave, travel, trade transfer requests, and the updating of corporate records.
- Conduct exit administration for trainees leaving Army.
- Ensure recruits and staff comply with requirements to achieve security clearances.
- Monitor and manage unit security documentation and briefings.
- Coordinate the flow of information into and out of the unit via the operation of unit registry functions.

The successful applicant will undertake a number of duties including, but not limited to:

- Managing subordinate teams, including the allocation and monitoring of tasks and the management and development of staff.
- Conducting on boarding and training of new administrative staff.
- Providing technical oversight of clerical staff within subordinate elements.
- Building and sustaining relationships with team members and stakeholders within and external to the unit.
- Monitoring changes in higher-level policy and developing changes to unit practice to ensure compliance.
- Providing advice to the Commanding Officer and other staff on recruit administration and security matters.

About our Team

The 1st Recruit Training Battalion (1 RTB) plays a crucial role in the Army, overseeing the training and administration of new recruits and their staff. Comprising a diverse team of military personnel, APS members, and contractors, the battalion collaborates effectively to support and enhance the capabilities of the Australian Defence Force.

Our Ideal Candidate

We are seeking motivated, adaptable individuals with strong organisational and interpersonal skills to join a fast-paced and challenging environment. The ideal candidate should be able to follow established policies and procedures to resolve a range of predictable and unpredictable scenarios. Experience in small team leadership would be a distinct advantage. The candidate will hold or have the ability to obtain a Negative Vetting 1 security clearance.

Our ideal candidate will be able to:

- Lead teams with inclusivity, supporting growth, clear communication and accountability.
- Manage workloads and achieve results within defined time frames.
- Cultivate productive, respectful and collaborative relationships within and external to their team.
- Provide personnel administration guidance, develop local procedures, and respond positively and flexibly to change.
- Under broad direction, ensure the successful conduct of complex personnel administration work.
- Demonstrate the ability to manage the collection, maintenance and interrogation of a wide variety of data using Microsoft products.

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 agency.

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To Apply

Position Contact	Paul Summers, 02 8340 5631
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=148F0C89-4F9E-9993-FFC4-E43

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Defence

Vacancy VN-0762759

Department of Defence

Closing Date:Sunday 28 September 2025

Naval Shipbuilding and Sustainment Group
Submarines

Job Title	Engineer Practitioner - Systems
Job Type	Full-Time, Ongoing
Location	Osborne SA
Salary	$86,887 - $93,066
Future Merit Locations	Osborne
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	NSSG/07521/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=775CBDF4-4A5D-645B-A858-E43352BF16DE

Duties

The Role

This is a unique opportunity to join the Life of Type Extension (LOTE) within Submarines Division. This position will suit someone who thrives in a team dynamic, with an eye for detail and who can effectively communicate. The Collins Class Submarine Life of Type Extension (LOTE) project is seeking a person with good judgement, adaptability and enthusiasm to work as an engineering team member.

Your role will include:

- Develop technical knowledge of the Collins Class platform and application of systems engineering principles in the Defence Capability Lifecycle.
- Participate in LOTE Working Groups as required by the LOTE Engineering Manager.
- Work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of work. Exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.
- Provide detailed systems engineering technical and professional advice in relation to complex work and contribute to strategic planning, program and project management and policy development.
- Engage with stakeholders, investigate systems engineering concepts, deliver and manage systems engineering specifications and resources in support of the Defence materiel capability lifecycle.

- Investigate, analyse and report on the systems engineering defects and requirements, develop and implement recommendations and advice to address issues.

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 Collins Submarine Program within the Naval Shipbuilding & Sustainment Group (NSSG) is responsible for the maintenance and programmed upgrade of Australia's Collins Class Submarines. The Program works in partnership with the Royal Australian Navy and Industry to deliver the strategic submarine capability to the nation.

You will have access to generous and attractive working conditions as an Australian Public Servant in Defence. Working for Defence will support you in balancing work life with family and other priorities. You can access a variety of flexible working arrangements, including part-time work, occasionally working from home and working hours that are not always nine to five. Information on Defence employees' working conditions, including an attractive remuneration package that may respond to industry variations and a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement. If you require further information, please email nssg.submarines.workforcemgt@defence.gov.au.

Our Ideal Candidate

Our ideal candidate will:

- Be a clear and concise communicator (written and verbal).
- Perform complex engineering activities and tasks and provide support in the field of systems engineering under limited direction.
- Be highly proactive, organised with self-drive and initiative.
- Have effective communication with internal and external stakeholders.
- Build and sustain positive relationships with team members and be a strong team player.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

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

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 agency.

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To Apply

Position Contact	NSSG Submarines Workforce Management, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=775CBDF4-4A5D-645B-A858-E4

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Defence

Vacancy VN-0762773

Department of Defence

Closing Date:Sunday 05 October 2025

Defence People Group
Joint Support Services

Job Title	Defence Social Worker
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$95,187 - $108,734
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/07344/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8BBCDB7D-091B-2642-6162-E43354858C66

Duties

The Role

Defence Social Workers deliver a broad range of support services and programs to Defence Command, members and families, plus undertake critical assessments to assist Commanders in making decisions that impact Defence families and Defence capability.

- Conduct quality assessments and write reports to assist in decision making processes;
- Provide complex social work services in a generalist practice framework, including comprehensive assessments, bereavement support, brief intervention and referrals to enhance the social functioning of Australian Defence Force personnel and their families;
- Provide support to Defence families to manage the military lifestyle;
- Provide training to Defence members and Command; psychosocial programs to Defence families;
- Assist Defence families engage with their communities and local services;
- Deliver DMFS’s suite of national programs - partner employment, education and critical incidents to Defence families;
- Operate within the boundaries of organisational processes and policies providing brief interventions, critical incident management, psychosocial assessments, social work reports, and works across the multidisciplinary team supporting community capacity building.

About our Team

Bring your skills and ambition to our team! Defence Member and Family Support (DMFS) Branch is a diverse and inclusive workplace which offers a broad range of programs and services to help Commanders, Australian Defence Force members and their families manage the military lifestyle. DMFS supports Defence families' self-reliance and capacity to engage with community agencies.

Defence Social Workers provide support to all three services - Navy, Army and Air Force. The role requires working both autonomously and collaboratively within a dynamic multi-disciplinary environment with Military Support Officers, Defence Social Workers, Family Liaison Officers, an Educational Liaison Officer and a Business Support Officer.

You will have a Social Worker peer network across Australia. You will directly assist members and their families adapt to the requirements of a mobile military lifestyle.

Our Ideal Candidate

You will demonstrate strong assessment, counselling, case planning, report writing and community capacity building knowledge and skills. You will possess the ability to work within multi-disciplinary teams and be part of an organisation where professionalism, innovation and the ability to find creative solutions to challenges is highly regarded.

Our Ideal Candidate:

- Applies professional expertise in social work
- Operates within the boundaries of organisational processes and policies to provide brief interventions, critical incident management, psychosocial assessments and social work reports
- Uses judgement to identify and resolve problems objectively
- Builds and sustains positive relationships with team members, stakeholders and clients
- Possesses strong stakeholder engagement skills
- Possesses an ability to work independently, manage competing priorities and meet deadlines
- Be able to participate in some after hours and weekend work, including travel to Tindal and remain overnight.

Eligibility

Security Clearance:

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

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 agency.

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To Apply

Position Contact	Dianne Elson, 0414 019 082
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8BBCDB7D-091B-2642-6162-E4

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Defence

Vacancy VN-0762793

Department of Defence

Closing Date:Monday 06 October 2025

NAVY
Deputy Chief of Navy

Job Title	Senior Navy Psychologist Peer Support
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	On Site;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	NAVY/07481/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9D8E5737-A310-E4D8-325E-E43356D2CAAC

Duties

The Role

Navy Psychology provides psychological support to the Royal Australian Navy's uniformed workforce by delivering best-practice resilience, organisational and mental health programs.

The Senior Psychologist Peer Support will be responsible for facilitation and management of the Navy Mental Health Peer Support Program.

This will include training and monitoring a team of Navy Mental Health Peer Supporters. You will be responsible for program evaluation and improvements, as well as provision of ongoing supervision to Navy Mental Health Peer Supporters. The role will involve domestic travel to naval bases in order to deliver the program training.

The Senior Psychologist Peer Support will also assist the wider Navy Psychology team through the provision of stakeholder advice and liaison, referrals from Command for advice, brief self-referrals for work-related support, operational mental health screening and critical incident mental health support and organisational interventions.

This position is a maternity leave cover from Jan 2026 to April 2027.

About our Team

The Senior Psychologist Peer Support will exercise a considerable degree of independence, working alongside the wider Navy Psychology team. They will be physically located with the Navy Psychology Canberra team.

The Navy Psychology Canberra team work together to support each other and the goals of the Section and wider Navy. They value professional development, strong relationships, high performance and work flexibility.

Our Ideal Candidate

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

Our ideal candidate has experience in managing individuals and teams, or the potential ability, and willingness to upskill in this area.

The candidate should also be comfortable facilitating training and project management.

The Senior Psychologist Peer Support will exercise a considerable degree of autonomy and display strong prioritization and time management skills, together with strong facilitation skills and preparedness in the delivery of the Navy Mental Health Peer Support Program.

Relocation assistance is available and, while this is a client-facing role, there will be regular opportunities to work from home and enjoy flexible work arrangements. There is also free access to the gym facilities on-base and free on-site parking.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Registered as a Psychologist with the Psychology Board of 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 agency.

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To Apply

Position Contact	Belinda Radnidge, 02 6155 9043
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9D8E5737-A310-E4D8-325E-E43

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Defence

Vacancy VN-0762794

Department of Defence

Closing Date:Monday 29 September 2025

NAVY
Navy Capability

Job Title	Digital Engineering Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/07539/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6B74AA7A-D7BC-C7E6-499E-E4338E33FB4A

Duties

The Role

As an APS 6 Digital Engineering Manager, you support the Navy Intelligence and Information Warfare (NI&IW) Branch to deliver a large, high-priority Navy Capability Program (NCP). Your work will include collaborating with engineers, ‘war fighters’ and subject matter experts and contribute to developing fit-for-purpose solutions. You will contribute to the shared mission of securing Australia and protecting its people.

The NCP scope spans electronic and information warfare solutions to protect the Navy Fleet from a range of threats. You will work alongside a diverse range of stakeholders to investigate, implement and manage new capabilities.

As an APS 6 Digital Engineering Manager, you will:

- Develop and contribute to solution designs, systems views and architectures using logical models of components and interfaces to meet business requirements,

- Lead the development and production of solutions designs and systems and component specifications to meet the user requirements and business needs,
- Demonstrate detailed research and analysis skills in support of the solutions design activities and the development of options to achieve the required business outcomes,
- Demonstrate and apply knowledge of Defence systems and their functionality to deliver detailed solutions designs and architectures,
- Build and sustain effective working relationships with team members and management and actively participate or lead team work and group activities,
- Work collaboratively with stakeholders, management and subject matter experts to deliver the business outcomes,
- Design and recommend solutions to address issues impacting the achievement of desired outcomes,
- Interpret and assess compliance with whole of government legislative, policy and regulatory frameworks during the development of solutions to meet business needs,
- Demonstrate and apply knowledge of project planning in relation to scope, time, quality, communications and risk management for solution design activities, and
- Resolve problems using knowledge and expertise, taking the initiative to identify alternative courses of action.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise 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 role and team supports the Navy Intelligence and Information Warfare (NI&IW) Branch. The Branch is an integrated, diverse, motivated and supportive team, positioned within the broader Navy Capability Division. NI&IW Branch is focused on delivering the next generation of Intelligence and Information Warfare capabilities that Navy and the broader Defence force require.

The Enabling Services Directorate is responsible for delivering key supporting functions across the branch, including digital engineering solutions. It works closely with Branch Executives, Directorate personnel and delivery partners in Capability Acquisition and Sustainment Group, Defence Digital Group and Australian Signals Directorate to plan, coordinate, assess and progress digital engineering solutions.

NI&IW Branch prides itself on its inclusive and positive work environment. We are committed to providing a safe and supportive culture and encourage our people to bring their full selves to work. Our commitment to investing in our people through professional development, mobility and learning means there is a greater career waiting for you. As an APS Defence employee you will enjoy rewarding work, collaborating with great people, and considerable opportunities to expand your career horizons.

Our Ideal Candidate

Our ideal candidate will bring a positive attitude and energetic, customer-centric support to this role.

They will also:

- Be able to work within a small, integrated APS/ADF team, in a dynamic and fast paced environment,
- Be able to work collaboratively with internal and external stakeholders,
- Demonstrate an ability to use Model-Based Systems engineering and Digital Engineering software, and Systems of Systems through Digital Twins,
- Have experience in Digital Mission Engineering, be able to assess compliance with Digital Engineering industry standards and Government legislative, policy and regulatory frameworks,
- Have strong analytical and critical thinking skills, sound professional judgement and a desire to learn,
- Have excellent communication skills to present technical information in a clear and concise manner,
- Be able to build an effective team using tasking, coaching, personalised feedback and career development guidance to deliver products to the required standard and agreed timings, and
- Be curious, willing to learn and have a desire to deliver support for important strategic decisions for Defence.

Eligibility

Security Clearance:

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

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 agency.

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To Apply

Position Contact	NI&IW Recruitment, 02 5130 1840
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6B74AA7A-D7BC-C7E6-499E-E4

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Defence

Vacancy VN-0762796

Department of Defence

Closing Date:Sunday 28 September 2025

Governance Group
Defence Integrity

Job Title	Integrity Policy and Implementation Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	GG/07541/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=385D8317-6634-BA7D-7D29-E4338E52D98D

Duties

The Role

Defence Integrity Division is seeking two APS 5 Integrity Policy and Implementation Officer Canberra-based vacancies within the Integrity Policy directorate.

As an APS 5 Integrity Policy and Implementation Officer within Defence Integrity Division, you will work within a small Canberra-based team, under the limited direction of an APS 6 to:

- Contribute to the development and implementation of integrity policies and processes that align with Defence goals, objectives and whole of Government standards;
- Provide considered and accurate policy advice and guidance to Defence personnel and stakeholders;
- Develop and maintain integrity policy guidance and enabling products, including forms, factsheets, registers, communication products and better practice guides, to promote compliance with integrity policies;
- Contribute to the collection and analysis of data and the drafting of briefs and reports for Government, Defence Committees and Senior Leaders; and
- Conduct a range of quality assurance and compliance activities to promote adherence to integrity policies and procedures.

About our Team

The Directorate of Integrity Policy reports directly to First Assistant Secretary Defence Integrity.

The Directorate of Integrity Policy leads the:

- Management and oversight of Defence’s Conflict of Interest policy, processes, declarations, associated reporting and assurance activities;
- Management and oversight of Defence’s Gifts, Benefits and Sponsorship policies, associated reporting and assurance activities;
- Delivery of timely and accurate guidance on the application of integrity policy and processes;
- Convention of the Australian Public Service Integrity Community of Practice;
- Planning and delivery of the Defence Integrity Conference;
- Development and delivery of a suite of integrity-related training products; and
- Development and publication of integrity-related communications products.

Our Ideal Candidate

Defence Integrity Division is seeking two high-performing, motivated and detail-oriented individuals with the demonstrated skill and aptitude to perform the integrity policy and implementation roles within a fast-paced and dynamic directorate. The successful candidates will quickly develop a thorough understanding of Defence’s integrity policies, including the Conflict of Interest, Gifts and Benefits and Sponsorship policies.

Successful candidates will demonstrate strong written and verbal communication skills, sound judgment and the ability to deliver high-quality advice and customer service. They will build

effective stakeholder relationships, conduct research and data analysis and support reporting to Senior Leaders and committees.

Candidates must be adept at managing competing priorities, driving projects to completion and delivering quality outcomes. A collaborative mindset and sound judgment to make decisions within an area of responsibility is essential.

The successful candidates will be based in Canberra or will be willing to relocate to Canberra for these roles.

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 agency.

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To Apply

Position Contact	Jodi Blood, 02 5109 9409
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=385D8317-6634-BA7D-7D29-E43

- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Defence

Vacancy VN-0762798

Department of Defence

Closing Date:Sunday 05 October 2025

Associate Secretary Group
Defence Legal

Job Title	Branch Manager – General Counsel – Defence
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	$95,187 - $108,734
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ASG/07564/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E1721BBD-5946-E1B9-69AE-E43391DA2B54

Duties

The Role

Defence Legal is seeking an APS 6 Branch Manager to coordinate and manage the corporate and administrative activities of the General Counsel – Defence branch. As an APS 6 Branch Manager, you will assist the General Counsel – Defence Branch in managing the operations, business obligations, HR, financial and other knowledge management tasks of the Branch. You will lead a small team to support teams of multi-skilled legal professionals as part of a complex and dynamic joint integrated legal practice. You will have exceptional organisational and time management skills, as well as well-developed interpersonal skills.

About our Team

Defence Legal is a diverse and inclusive organisation. It is a critical enabler, that provides legal services to Defence, including the Australian Defence Force. The legal services provided by Defence Legal cut across broad ranging issues that contribute to the capability of Defence achieving its mission to defend Australia and its national interests in order to advance Australia's security and prosperity. The General Counsel – Defence branch advises on a broad range of legal issues that arise across the Defence portfolio, and is an integrated team of APS lawyers, paralegals, contracted lawyers and administrative staff.

Our Ideal Candidate

You will be a proactive, agile and professional individual who possesses the ability to work in a fast-paced environment. You will have an eye for detail and accuracy and have good technology skills. You will be able to work well in a team-based environment, but will also be able to work independently when the need arises. You will possess the ability to adapt to various tasks and adopt a resourceful and innovative approach to solution-based outcomes. You will be able to demonstrate that you are a key contributor to the achievement of legal service delivery excellence within Defence. You will be able to exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

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 agency.

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To Apply

Position Contact	Rebecca Gu, 02 6192 7702
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E1721BBD-5946-E1B9-69AE-E4

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Defence

Vacancy VN-0762799

Department of Defence

Closing Date:Monday 29 September 2025

NAVY
Deputy Chief of Navy

Job Title	Commercial Team Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$120,303 - $135,701
Future Merit Locations	Canberra, Sydney
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	NAVY/06548/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=FCF85D99-54F8-F74D-835B-E4338EE8116A

Duties

The Role

The EL 1 Commercial Team Lead (CTL) is part of the Training Force Contracts and Commercial (TFCC) team, designed to strategically consolidate, centralise and manage Commercial and Contract Management functions from within the Training Force Headquarters (TFHQ), to support the delivery of contracted services across Training Force (TF).

Reporting to the EL 1 Deputy Director - Contracts and Commercial, the CTL will be expected to lead and manage a small team within an integrated and dispersed workforce. This role is accountable under broad direction to perform and achieve complex strategic procurement and contract management outcomes.

The role requires active management of key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes. The CTL is accountable to lead and manage a small team, and exercise the associated people and financial responsibilities to achieve contracting and commercial business 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

Managed by the Deputy Director, Contracts and Commercial, the TFCC team consists of contract management and contracting and procurement officers who are geographically dispersed in Navy locations across Australia, supporting the optimisation and centralisation of the contract and procurement management function.

Training Force is seeking an experienced and passionate individual to join our team. To be successful as an EL 1 Commercial Team Lead, you will need to be a dynamic leader with a strong customer service focus who can actively build relationships with stakeholders to solve problems and lead continuous improvement initiatives.

Our Ideal Candidate

You will have demonstrated experience in supporting contract negotiations, administering and/or managing procurement processes and complex contracts, and in understanding and applying procurement principles, legislative and mandatory procurement and contracting policy compliance obligations.

You will need to be adept in stakeholder engagement and relationship management, with good interpersonal skills, including negotiation, communication and influencing. You will ideally have experience in managing teams or supervising multiple individuals.

You will need to be able to manage complex or difficult issues. You will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve Training Force outcomes. The role requires an agile approach to managing competing priorities and the ability to remain focused on delivering outcomes working with a diverse and dispersed workforce.

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 agency.

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To Apply

Position Contact	Lachlan Fenger, 02 6155 9099
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FCF85D99-54F8-F74D-835B-E4

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Defence

Vacancy VN-0762800

Department of Defence

Closing Date:Monday 29 September 2025

Defence People Group
Joint Support Services

Job Title	Information Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$86,887 - $93,066
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/07545/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=AF22BC57-99DE-5E20-444B-E4338ED2C527

Duties

The Role

The Information Officer is responsible to the Assistant Director Intelligence (ADI) for the overall management and control of information processed by the Military Police Intelligence Office (MPIO). Information management and control includes the registration of all information entering and leaving MPIO, maintaining the integrity of intelligence databases, routine collation of police reporting and the identification of crime and incident patterns and trends from all sources.

About our Team

The Knowledge and Intelligence (K&I) Branch of the Joint Military Police Unit (JMPU) is responsible for providing intelligence and information management support to the policing functions of the Joint Military Police Force (JMPF) and JMPU HQ.

MPIO is the lead criminal intelligence capability within the ADF and is responsible for delivering tactical, operational and strategic intelligence to key stakeholders.

Our Ideal Candidate

Our ideal candidate will be self-motivated, proactive and have sound information and data management skills. The candidate is able to identify and prioritise work to ensure effective contribution to team outcomes and deadlines, taking the lead where necessary to progress individual and collective tasks and be adaptive and flexible to the needs of the team. They must be able to effectively engage with military, APS and external stakeholders. It is desirable to have a broad understanding of the ADF, the national policing environment and an interest in or previous experience with intelligence practices.

Eligibility

Security Clearance:

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

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To Apply

Position Contact	Tamara Telley, 02 6246 8142
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AF22BC57-99DE-5E20-444B-E4

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Defence

Vacancy VN-0762801

Department of Defence

Closing Date:Thursday 02 October 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Chief Engineer
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT, Melbourne VIC, Russell ACT
Salary	$139,681 - $167,659
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	CASG/07321/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CDE24704-BD8D-3B24-8CD5-E434B7EC5592

Duties

The Role

This is an exciting opportunity to support the delivery of reliable, robust C4 capability and achieve high quality outcomes on large complex projects on behalf of, and in support of, Capability Managers and the Australian Defence Force. The EL2 Chief Engineer will lead and support a broad matrixed engineering and technical workforce, delivering critical command, control, communications and computing (C4) capabilities to the ADF in the Joint and Land domains. As our suitable applicant, you will have exceptional technical, leadership, and communication skills, and will have a proven history of building, maintaining and growing productive and empowered teams to deliver technical and engineering functions.

Key responsibilities will include:

- Leading and mentoring a team of engineering and technical professionals in an integrated workforce to drive outcomes, inspire the workforce, and maintain a positive workplace culture.
- Driving the delivery of very complex engineering and technical functions in multiple projects across a broad portfolio, to support innovative activities internal to Defence and working with Industry to deliver outcomes.
- Working with the System Program Office Director and Project Directors to shape commercial relationships that will provide the delivery of engineering and technical functions from industry.

About our Team

Join a dynamic and rewarding organisation within the Capability Acquisition and Sustainment Group (CASG), Joint Systems Division (JSD). We currently have two vacant Chief Engineer roles to be filled, in Land Command, Control Communications and Computer (C4) Systems Branch, and in Joint C4 Systems Branch. Land Command, Control, Communications & Computer Systems (LC4S) Branch 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 complex and mission critical Command and Control, Communication, and Computer Systems to Army and Joint Force, in Australia and overseas. The Integrated Warfighting Networks Systems Program Office (IWNSPO), within Joint Command, Control, Communications & Computer Systems (JC4S) Branch, is responsible for the acquisition, integration and sustainment of command, and control warfare systems for the Australian Defence Force across the country and in operational theatres overseas. IWNSPO acquires and sustains joint-information warfare capabilities that are mission critical to all three services of the Australian Defence Force.

Our Ideal Candidate

We are looking for highly competent engineering professionals who are skilled collaborators, contributors, communicators and leaders to be part of our highly integrated workforce.

Key attributes and experience we are looking for include:

- An experienced and inspired leader and mentor who is passionate about coaching and mentoring teams.
- A motivated engineering professional who shares a passion for delivering cutting-edge technology and enjoys working at the forefront of Military command, control and communications systems innovation.
- A precise and confident communicator and relationship manager who can work with various levels of stakeholders, using your influence to shape decisions and outcomes
- An experienced engineering professional with highly developed and demonstrated experience in understanding engineering principles, technical regulations and procedures, who will be accountable for exercising assigned engineering authorities and Technical Regulatory Authority delegations.
- An engineer with a high degree of commercial acumen and experience working with external stakeholders using commercial frameworks to deliver outcomes for Defence.

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	Emma Coleman, 02 5108 3540
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CDE24704-BD8D-3B24-8CD5-E4

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Defence

Vacancy VN-0762802

Department of Defence

Closing Date:Sunday 28 September 2025

Defence Science and Technology Group
Sensors and Effectors

Job Title	Senior Sensor Systems Technologist
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$120,303 - $135,701
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/07555/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=FBEF5147-A51E-8E7F-1BB3-E4338F67AD3C

Duties

The Role

You will work as part of a multidisciplinary team in the Sonar Processing Systems STC conducting research and development to advance Australian Defence Force (ADF) undersea warfare capabilities. You will have, or develop knowledge of in-service Navy and Air Force sonar systems, sensors and tools and analyse and report on their undersea warfare performance.

The responsibilities of the role include but are not limited to:

- Work as part of a multidisciplinary team to provide advice to Defence on current and emerging sonar sensor and system technologies.
- Build and sustain collaborative relationships with Defence clients, industry and international partners relating to current and future sonar systems.
- If willing and suitable: contribute to the MSTC’s field trials capability and participate in at-sea data collection activities, including the analysis of experimental data.

About our Team

The Undersea Systems MSTC of Sensors and Effectors Division works closely with the ADF to provide support to in-service and future sonar systems and weapons, and conducts world leading research and development of undersea sensors and sensing systems for Undersea Warfare.

The Sonar Processing Systems STC, within the Undersea Systems MSTC, includes scientists, engineers, mathematicians, technologists and technicians working on the development and analysis of sonar sensing and processing technologies and concepts to enhance the Anti-Submarine Warfare capability of Navy and Air Force.

This includes undertaking timely analysis and developing technical tools to support current and future sonar systems; investigating novel processing, classification, planning and display techniques and systems, and conducting experimentation at sea to demonstrate concepts, collect, and analyse scientific data.

Our Ideal Candidate

The ideal candidate will have:

- Demonstrated experience in the practical application of engineering principles to investigate, analyse and solve complex problems particularly related to sensing systems.
- Skills in signal processing, with an interest in further developing knowledge and experience relevant to sonar systems.
- Experience coding in languages such as Matlab/Octave, Python, and/or C++ and the development of software for both scientific analysis and technical applications.
- Strong verbal and written communication skills and ability to engage effectively with a diverse range of people, from Defence stakeholders to international collaborators to senior managers.
- The ability to gain approval to access US Export Controlled Technology (ITAR) is required for the role.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The S&T5/EL1 Senior Technologist/Technician - Sensor Systems position requires:

Academic qualifications in one or more of the following related fields of research; or

• Relevant vocational qualifications; or

• Relevant skills and work experience.

Division 40 – Engineering

4008 Electrical Engineering

4009 Electronics, Sensors & Digital Hardware

4013 Geomatic Engineering

4099 Other Engineering

Division 46 – Information & Computing Sciences

4602 Artificial Intelligence

4605 Data Management & Data Science

4606 Distributed Computing & Systems Software

4609 Information Systems

Division 51 – Physical Sciences5108 Quantum Physics

5108 Quantum Physics

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 agency.

About the Department of Defence

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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	James Gourley, 08 8393 2019
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FBEF5147-A51E-8E7F-1BB3-E4

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Defence

Vacancy VN-0762811

Department of Defence

Closing Date:Thursday 09 October 2025

Defence People Group
Joint Health Command

Job Title	Regional Physiotherapist Manager
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	$120,303 - $135,701
Future Merit Locations	Townsville
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DPG/07560/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=ED957A94-5D5F-DE69-E983-E43392B132C5*

Duties

The Role

The EL 1 Regional Physiotherapist Manager (RPM) is accountable under broad direction to perform and achieve complex physiotherapy assessments, treatments and rehabilitative work within an integrated workforce. They will require in-depth knowledge and compliance with legislative frameworks, government decision-making, and Defence's mission and policy requirements.

The RPM will exercise a considerable degree of independence and perform a leadership role. They will exercise sound decision-making and judgment to provide expert policy advice. They will have in-depth knowledge of the physiotherapy field and are responsible for the development, implementation, compliance and review of policies and procedures relevant to their field of work.

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

About our Team

Joint Health Command (JHC) is responsible for the delivery of healthcare services to over 70,000 Australian Defence Force (ADF) personnel. Through the delivery of reliable, resilient and best practice health services, JHC enables a healthy, ready, and supported Force from enlistment through to transition from service.

Health care services are delivered through eight Joint Health regions across Australia. The EL1 RPM position is part of Joint Health Unit – North Queensland (JHU-NQ) and is based at JHU-NQ Headquarters, RAAF Townsville, QLD. Each Joint Health Unit facility provides a range of services, which can include medical, nursing, dental, physiotherapy, mental health, rehabilitation, and in-patient care.

The JHC workforce is an integrated, multidisciplinary team of ADF personnel, Australian Public Service employees, and a contracted workforce. JHC works together to manage around one million patient health service interactions with Defence members each year.

The EL1 RPM reports to the Commanding Officer (CO) JHU-NQ located at RAAF Townsville, QLD.

Our Ideal Candidate

The ideal candidate will demonstrate extensive physiotherapy experience, critical thinking skills, be proficient at analysing workflows and business processes, provide recommendations for improvements to enhance efficiency and outcomes, and manage the implementation of agreed actions.

The ideal candidate will continue to maintain currency in clinical knowledge in line with JHC, ADF and Commonwealth policy, possess excellent verbal and written communication skills.

The ideal candidate must be flexible and adaptable. They will be comfortable with managing change and responding to short-notice tasks. They will have the ability to anticipate, identify, and respond to changing priorities. They will also be committed to ongoing professional development and when required, be prepared to mentor and train junior team members to achieve optimal outcomes.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Registered as a Physiotherapist with the Physiotherapy Board of Australia

Notes

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To Apply

Position Contact	Scott Anderson, 07 4430 0980
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=ED957A94-5D5F-DE69-E983-E4

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Defence

Vacancy VN-0762832

Department of Defence

Closing Date:Monday 29 September 2025

Security and Estate Group
Service Delivery Division

Job Title	Digital Document Designer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SEG/07557/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7A9D53C5-AE5F-6692-565E-E43391724AFF

Duties

The Role

The Directorate of Communications, Change and Corporate Graphics leads a diverse portfolio of work with enterprise wide reach. We develop a range of communication materials, manage the Defence brand, and lead organisational change for a significant transformation program across the organisation. As a Digital Document Designer you will support with creating and managing a suite of core corporate products and templates that align to Defence specific brand guidelines. You will work closely with the Production Manager and fellow creatives to produce high-quality, accessible, and visually compelling communication for a wide range of audiences.

Key responsibilities:

- Create and maintain a core suite of brand aligned corporate products and templates across digital and print media.
- Use and maintain skills in Adobe Creative Cloud and Microsoft Office software.
- Ensure work meets Web Content Accessibility Guidelines 2.1 accessibility standards.
- Build strong relationships with stakeholders across the organisation.
- Identify and implement opportunities for continuous improvement.

About our Team

The Corporate Graphics team sits within the Directorate of Communications, Change and Corporate Graphics. The Directorate has a diverse portfolio and works closely with teams across the organisation to deliver quality customer outcomes. Our Directorate portfolios include communications, organisational change management, corporate web publishing, graphic design, and Defence branding. Corporate Graphics is a highly skilled design team, providing digital and print design, media production and branding support to the Defence Enterprise.

We pride ourselves on providing holistic design and communication solutions through the delivery of a diverse service offer. This includes communication support, print design and digital design capabilities - namely video production, animation, and interactive design. Corporate Graphics also governs the Defence brand identity, providing guidance, and brand asset development and management. This is an exciting opportunity to join a growing team of creatives, and help shape the visual communication landscape of a prominent Department.

Our Ideal Candidate

The successful candidate will be a talented and detail-oriented Digital Document Designer, with strong stakeholder engagement and organisational skills. You will have demonstrated experience in developing creative design solutions, along with creating and maintaining templates using Microsoft Office and Adobe InDesign. If this sounds like you and you would like to join a supportive, fun and high-performing team we would love to hear from you!

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	Jocelin Kelly, 0488 639 673
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7A9D53C5-AE5F-6692-565E-E4

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Defence

Vacancy VN-0762848

Department of Defence

Closing Date:Monday 29 September 2025

Governance Group
Defence Integrity

Job Title	Training and Communications Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	$86,887 - $93,066
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ASG/06956/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E7BF44EB-32E6-1119-E764-E43394281627

Duties

The Role

As an APS 5 Training and Communications Officer, you will work in a small team to support the implementation of various training and communication integrity initiatives.

The duties of this role include:

- Contributing to the implementation of Integrity Division's communication strategy, which supports the application of Defence's Fraud and Corruption Control Plan and various Commonwealth integrity strategies.
- Assisting in managing the secretariat function of the Australian Public Service Integrity Community of Practice including managing attendees, developing agendas, drafting meeting minutes and liaising with stakeholders.
- Assisting with the coordination and delivery of integrity-related training for Defence personnel.
- Working collaboratively with team members and key stakeholders to draft various communication products.
- Assisting in the planning, organisation and delivery of the Commonwealth Integrity Conference in consultation with stakeholders.
- Provide considered, accurate and timely advice on integrity policies and processes, including for conflicts of interest, gifts, benefits and hospitality and sponsorship matters.

About our Team

Defence Integrity Division is looking for a motivated professional who can demonstrate strong written and verbal communication, coordination and organisational skills. Our ideal candidate will have demonstrated stakeholder engagement skills and secretariat experience. You will have an interest in developing training programs and offer fresh perspectives and ideas on how to educate the workforce on their integrity-related obligations. An interest in public speaking would be beneficial for this role.

You will have:

- High-level organisational skills
- Strong verbal and written communication skills
- Strong stakeholder engagement skills
- Strong personal drive and a willingness to learn
- Ability to interpret and apply policy
- Ability to work collaboratively and operate as an effective team member
- Ability to work across multiple tasks by balancing and prioritising your workload.

Our Ideal Candidate

The Directorate of Integrity Policy reports directly to First Assistant Secretary Integrity Division.

The Directorate of Integrity Policy leads the:

- Management and oversight of Defence’s Conflict of Interest policy, processes, declarations, associated reporting and assurance activities
- Management and oversight of Defence’s Gifts, Benefits and Sponsorship policies, associated reporting and assurance activities
- Delivery of timely and accurate guidance on the application of integrity policies and processes
- Convention of the Australian Public Service Integrity Community of Practice
- Planning and delivery of the Commonwealth Integrity Conference
- Development and delivery of a suite of integrity-related training products
- Development and publication of integrity-related communication products.

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	Holly White, 02 5109 7746
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E7BF44EB-32E6-1119-E764-E43

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Defence

Vacancy VN-0762849

Department of Defence

Closing Date:Monday 29 September 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$79,176 - $86,438
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	CASG/06878/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D64390CC-9E3A-0B54-8D2D-E43394790D0F

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.
- 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 and a demonstrated 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

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To Apply

Position Contact	Ian Nielissen, 03 8531 9049
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D64390CC-9E3A-0B54-8D2D-E4

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Defence

Vacancy VN-0762851

Department of Defence

Closing Date:Wednesday 01 October 2025

Capability Acquisition and Sustainment Group
Joint Aviation

Job Title	Contract Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$95,187 - $108,734
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/07573/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=67C1980B-D1BC-2159-7A43-E433CB16A27A

Duties

The Role

Aviation Support Systems Program Office (AvSSPO) Chief of Air Force Product Schedule 39 (CAF39) Air Force Training Group Sustainment Contracting and Procurement Arrangements is seeking two professional and motivated APS6 Contract Managers to assist with procurement and contract management activities for products within the CAF39 product portfolio.

Within the Contract Management function, an APS Contract Manager is accountable under broad direction to perform and achieve complex to very complex procurement and contract management work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

As an APS 6 Contract Manager in Defence, you will:

- Lead high value, complex procurement and contract activities that support Defence capability
- Manage sensitive, high impact projects that influence Defence operations
- Engage in complex problem solving and manage detailed or sensitive projects that impact on strategic, political or operational outcomes for Defence

- Develop, implement, and review contract management policies and procedures
- Plan, lead and manage human and physical resources
- Exercise people and financial responsibilities to achieve business outcomes, including managing one or more teams
- Promote performance, capability building and professional development in a high-performing and cohesive team
- Build and manage key stakeholder relationships by identifying expectations, communicating effectively, and implementing practices to support successful 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

As part of the Joint Aviation Systems Division (JASD) within Capability Acquisition and Sustainment Group (CASG), NATC delivers Pilot Training and Aviation Commons assets in support of Defence Capability and Operations. NATC is located in Canberra however; these positions are available in the Melbourne CBD. NATC offers a work environment that has a unity of purpose, which recognises and utilises individual’s key skills in order to achieve outcomes.

You will enjoy working in a complex, fast-paced environment as part of a diverse (Australian Defence Force personnel, Australian Public Service personnel and Contractors to Defence) and inclusive team that encompasses a variety of knowledge, skills and experience with a supportive strategic Executive Team.

NATC supports career development through a comprehensive professional development program, encouraging employees to build both leadership and technical skills and harnesses continuous improvement ideas and innovations. The position offers an attractive remuneration package, including generous employer superannuation contributions, leave benefits and flexible working arrangements.

Our Ideal Candidate

Our ideal candidate is a highly motivated and experienced procurement and contract management professional with a strong understanding of legislative frameworks, procurement rules, and government decision-making processes, particularly in a Defence or public sector context.

The successful applicant will have the following skills/attributes:

- Experience in contract management and procurement

- Proven ability to lead high-performing teams
- Highly developed problem solving and analytical skills
- Sound working understanding of Defence legislative and policy frameworks
- Experience in stakeholder management and relationship building
- Strong written and verbal communication skills and judgement
- Strong organisational skills and the ability to manage multiple tasks at once
- Demonstrate ability to be flexible and work as part of a team

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	Long Nguyen, 03 5146 6901
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=67C1980B-D1BC-2159-7A43-E4

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Defence

Vacancy VN-0762852

Department of Defence

Closing Date:Monday 29 September 2025

Strategy Policy & Industry
Strategic Policy

Job Title	Strategic and International Policy Managers
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	SPI/07420/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8D8225E8-2792-8BA8-6F66-E433C986FEA1

Duties

The Role

The Strategy, Policy, and Industry (SP&I) Group is keen to explore opportunities for public servants from all backgrounds. Our work encompasses an array of policy and program development and management roles that will enable you to utilise your abilities to the utmost - and develop new ones that will enrich your future prospects.

EL 1 Strategic and International Policy Managers are accountable under broad direction to perform and achieve complex to very complex policy development, notably as it applies to a range of domestic and international developments and international engagement issues. They will also be responsible for the development and implementation of enterprise-level Defence and strategic policy initiatives and work within an integrated workforce.

About our Team

Strategy, Policy, and Industry Group is a fully integrated civilian-military workforce, drawing on high-quality and motivated people from diverse backgrounds and academic disciplines who embody Defence and Australian Public Service values.

We offer flexible working arrangements and a range of formal and informal professional development opportunities. While we offer a high degree of flexibility in the way we work, each position is located in Canberra. As such, successful applicants from outside Canberra would need to relocate to Canberra if successful.

Working within Strategy, Policy, and Industry Group is more than just a job; it offers opportunities over the course of a career to work across diverse national and international security and policy matters of national significance.

Our Ideal Candidate

We are seeking motivated, enthusiastic and collaborative Policy Managers to join Strategy, Policy and Industry Group and Defence Industry Policy Division, and contribute to Defence's strategic goals.

To succeed in Strategy, Policy, and Industry Group, applicants should demonstrate:

- Practised leadership and people skills;
- Sound judgement with an innovative approach to problem solving;
- Superior written and verbal communication skills;
- Strong relationship-building stakeholder skills; and
- Adaptability, resilience, and flexibility in the face of changing priorities.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	SP&I Recruitment, Contact Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8D8225E8-2792-8BA8-6F66-E43

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Defence

Vacancy VN-0762867

Department of Defence

Closing Date:Wednesday 01 October 2025

Security and Estate Group
Service Delivery Division

Job Title	Headquarters Operations Support Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	$86,887 - $93,066
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SEG/07596/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A85342CA-9571-2922-B039-E433CBDEA323

Duties

The Role

As an integral member of the small team, this role actively engages with all staff to provide high-level support and coordination.

In this role, you will have the opportunity to work as part of a team that oversees complex procedural, operational, administrative and governance activities at a Headquarters level and to ensure efficient and effective outcomes are delivered to meet associated deadlines. You will be able to utilise your already excellent administration and customer service skills to undertake task management, travel coordination, records management and perform the role of lead Unit Security Officer for the Directorate.

This role is proactive and responsive, engaging with a variety of Defence stakeholders and an excellent development step with opportunities to act up and will cross train to provide surge and leave support to other members of the HQ Operations Support Team.

About our Team

The Directorate of Operations and Training Area Management's (DOTAM) three main functions are the operation and management of 40 Military Training Areas across Australia, the coordination of SEG support to major military exercises and the facilitation of Defence Domestic Operations in Australia.

The National Directorate works closely with the Services, providing quality military exercise areas and facilities to ensure Defence and partnered countries can operate safely on modern and sustainable training areas. The development of these areas ultimately ensures forces can enhance Defence capability and readiness, helping protect our nation.

Managed by an Army COL, DOTAM HQ is a team of approximately 25 ADF, APS, Reserve and contracted personnel based in Campbell Park working with and supporting the 280 personnel of the Directorate nationally across four regions.

The small HQ team report to the Director and works cohesively with the HQ, the Regional DOTAMs, Business, Training Area and JOSS members of the Directorate.

Our Ideal Candidate

Our ideal team member must be comfortable working in a dynamic and integrated environment of APS, ADF and contractors.

You must have excellent customer service skills, a high level of motivation, self-direction and independent problem solving skills with the ability to create and maintain positive working relationships.

We are looking for a quickly adaptable and high functioning team member who can efficiently organise and juggle a number of simultaneous tasks including, primarily, the daily management of the DOTAM Task box.

Essential skills and characteristics for this role are:

- A positive manner and strong ability to show initiative,
- Attention to detail and methodical organisation,
- Good MS Outlook / Excel, Objective skills,
- Unit Security Officer qualifications / skills or the ability to gain,
- Demonstrated excellent verbal and written communication,
- The ability to research, interpret and apply policy and procedures,
- A team-orientated person with a positive attitude and a good sense of humour.

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 agency.

About the Department of Defence

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To Apply

Position Contact	Samantha Thom, 02 6203 6844
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A85342CA-9571-2922-B039-E43

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Defence

Vacancy VN-0762901

Department of Defence

Closing Date:Thursday 02 October 2025

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Contract Officer (Export Control)
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	$86,887 - $93,066
Future Merit Locations	Nowra
Office Arrangement	On Site;Flexible
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/06949/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=02B63061-A561-C709-38E3-E434059A5987

Duties

The Role

The key duties for this position are:

- Assisting in development and maturation of the organisation's export control management framework.
- Maintaining and assuring compliance within the SPO/HMAS Albatross Technology Control Plan.
- Providing general export control related advice, direction, and assistance to various stakeholders.
- Record keeping and auditing of export control agreements to maintain regulatory standards.
- Supporting export control related procurement and contract management activities whilst ensuring compliance.
- Preparing and delivering export control related training and familiarisation sessions with relevant Units.
- Providing other ad hoc commercial support.

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.

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

About our Team

NASPO's Commercial Management Section (CMS) is a small and tight-knit team who provides commercial and export control support to wider Fleet Air Arm stakeholders.

This role within NASPO CMS is an exciting opportunity for an enthusiastic individual to develop skills around management of export controlled technology and general procurement and contracting support in a Defence environment.

The successful candidate will find themselves within a supportive team environment with significant professional development opportunities to support their career. Challenge should be expected in this role but not without support from an inclusive and considerate team and leadership group.

Our Ideal Candidate

- You will be eager to learn, develop and build on your knowledge and skills in export control management.
- You will demonstrate effective communication and stakeholder management skills, with the ability to work constructively and collaboratively within a team, across teams, and with a wide range of stakeholders to support export control objectives.
- You will be capable of understanding and applying complex legal principles, legislation and policy, and using this knowledge to provide valued export control advice to stakeholders as required.
- You will be self-motivated, well-organised and be able to manage various tasks simultaneously and ensure business objectives and deadlines are met.

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	Sakib Soni, 02 4449 6056
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=02B63061-A561-C709-38E3-E43

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Defence

Vacancy VN-0762903

Department of Defence

Closing Date:Thursday 02 October 2025

Joint Capabilities Group
Joint Capabilities

Job Title	ICT Security Specialist
Job Type	Full-Time, Ongoing
Location	Macleod VIC
Salary	$95,187 - $108,734
Future Merit Locations	Macleod
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/07598/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=5F1A0FFF-189D-455C-1DC6-E434062A2BA7

Duties

The Role

The Communication Security (COMSEC) Account Manager is responsible on behalf of the Appointing Authority for the operation and management of the COMSEC account; for ensuring the safeguarding, accounting, handling and disposition of accountable COMSEC material; and associated COMSEC account files, records and documentation held on the COMSEC account ensuring they are only accessed by suitable and appropriately trained, cleared and briefed persons.

You will lead a small team to support the planning, scheduling and delivery of COMSEC training, advice and equipment to a range of military personnel.

You will be required to engage and communicate with stakeholders to identify, respond and provide advice on COMSEC to achieve unit and Defence 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 Force School of Signals (DFSS) located in Macleod VIC trains and develops Communications and Information Systems, Electronic Warfare, Signals Intelligence and Cyberspace Professionals in order to enable the Command Support and Information Warfare functions of the Australian Defence Force. You will work along-side military, APS and contracted personnel to deliver support to a variety of Defence personnel.

Our Ideal Candidate

Is a responsible individual, with a background in COMSEC duties and responsibilities. Demonstrates exceptional presentation and communication skills, effectively conveying risks and issues to leadership and staff.

Comfortable holding a position of authority to enable the appropriate execution of responsibilities.

Ability to understand, follow and communicate national policies and legislation.

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 agency.

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To Apply

Position Contact	WO2 Dominic Ambrosi, 02 8245 9784
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5F1A0FFF-189D-455C-1DC6-E4

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Defence

Vacancy VN-0762909

Department of Defence

Closing Date:Thursday 02 October 2025

NAVY
Head Navy Engineering

Job Title	Deputy Director Contracts and Finance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $147,316
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	NAVY/07380/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B9BE4E2B-1A79-4D8C-87ED-E4340742DD78

Duties

The Role

We are seeking a highly versatile and experienced EL1 to lead the day-to-day financial operations of the Australian Naval Classification Authority (ANCA) Branch in the role of Deputy Director Contracts and Finance.

In this leadership position, you will oversee a broad portfolio of branch business functions, including:

- Complex contracting and procurement.
- Budgeting and financial management.
- Governance, compliance and business performance activities.

You will operate with a high degree of autonomy while contributing to a collaborative and integrated team environment. The role requires sound judgement, strategic thinking, and the ability to manage complex procedural, operational, administrative, and business support tasks.

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

ANCA is responsible for establishing, managing and continuously improving a system of naval classification (the ANC Framework) to assure the seaworthiness of naval vessels operating in the defence of Australia. ANCA operates with a blended workforce comprising Australian Public Service (APS) personnel and specialists contractors. The team works in close partnership with Bureau Veritas, a long-term sovereign industry partner, to deliver expert support and technical knowledge across naval classification.

This position will be based at Campbell Park, ACT.

Our Ideal Candidate

The ideal candidate will bring a broad range of skills, experience, and professional judgement. Building and maintaining strong relationships will be essential, as you will work closely with colleagues across ANCA, Defence Seaworthiness and other engineering teams.

As Deputy Director Contracts and Finance, you will:

- Develop and implement procurement-related documentation, including templates, schedules, correspondence, reports, submissions, plans and strategies, risk and performance reviews, contract change proposals, and other contract management materials.
- Assess and evaluate administrative, business, corporate and policy initiatives, identify issues and implement appropriate procedures and work practices.
- Interpret and provide advice and assistance on complex to very complex procurement and contract management issues.
- Monitor and manage contract administration, performance and risks against the contract and contribute to appropriate action.
- Build and sustain productive relationships with supervisors, staff and team members and actively participate in team work and group activities.

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 agency.

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To Apply

Position Contact	Mrs Brydie Lanham, 02 5108 8978
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B9BE4E2B-1A79-4D8C-87ED-E4

Defence

Vacancy VN-0762953

Department of Defence

Closing Date:Thursday 02 October 2025

Security and Estate Group
Service Delivery Division

Job Title	Administration Officer - Relocations & Housing
Job Type	Full-Time, Ongoing
Location	Campbell ACT, Darwin NT, Edinburgh SA
Salary	$86,887 - $93,066
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Campbell, Darwin, Edinburgh
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SEG/07642/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DB438493-D024-77D1-D5E5-E434BA3EDA46

Duties

The Role

Working in the Directorate of Relocations and Housing (DRH), offers a unique opportunity to directly support over 60,000 full-time Defence members and their families. Each year, during peak posting cycles, around 20,000 ADF members relocate across Australia - and DRH plays a central role in ensuring these moves are delivered smoothly and in line with Defence obligations. In this role, you will contribute to complex and rewarding work that underpins the wellbeing of Defence families and the delivery of Defence capability. You will be part of a high-performing, integrated and diverse team, where no two days are the same.

Key responsibilities include:

- Providing high-level operational, administrative and business support.
- Building and maintaining professional relationships with a wide network of stakeholders.
- Applying sound judgement, leadership behaviours and professionalism in a dynamic environment.
- Interpreting and applying relevant policy, legislation and ADF pay and conditions.
- Undertaking research, analysis and reviews to support effective decision-making.

We are a flexible, high-tempo workforce committed to supporting and valuing our people. If you are enthusiastic, results-driven, and have excellent customer service and policy interpretation skills, we want you to be part of our team. This is a chance to be directly involved in work that matters - enabling ADF members to focus on their mission.

About our Team

The Directorate of Relocations and Housing (DRH) is responsible for delivering high-quality housing and relocation services that enable ADF members and their families to focus on their operational duties. We manage these services under a range of national contracts, ensuring Defence policies and obligations are met. DRH is made up of several small, specialised teams that work closely with external service providers to achieve Defence's operational objectives. While each team has a particular area of focus, the dynamic nature of the directorate means you will have the opportunity to work across a variety of areas and gain exposure to different aspects of Defence housing and relocation services.

Our current work streams include:

- Managing and overseeing ADF relocations and removals (contracted to Toll).
- Administering ADF housing through the service agreement with Defence Housing Australia (DHA).
- Driving improvements to relocation and housing processes through customer engagement.
- Coordinating ADF on-base accommodation bookings.
- Delivering the Defence Home Ownership Assistance Scheme.
- Providing Defence stakeholder oversight of Defence Housing Australia.
- Business coordination and administration support across the directorate.

This is a dynamic, high-tempo environment where your work will directly contribute to supporting Defence people and capability.

Our Ideal Candidate

Our ideal candidate will be enthusiastic, adaptable, and committed to delivering outstanding service to ADF members and their families.

To succeed in this role, you will demonstrate:

- A proactive and positive approach, with a genuine commitment to customer service excellence.
- Strong organisational skills with the ability to manage competing priorities and achieve results in a dynamic environment.
- Highly developed communication and interpersonal skills, with the ability to engage confidently with a wide range of stakeholders.
- Proven ability to work effectively both independently and as part of an integrated, multi-disciplinary team.
- Strong analytical skills, with attention to detail and the ability to apply policy and judgement to resolve issues.
- Personal drive, integrity, and resilience, with a focus on continuous improvement and high-quality outcomes.

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 agency.

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To Apply

Position Contact	Kelly Dobson, 08 9553 5026
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DB438493-D024-77D1-D5E5-E4

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Defence

Vacancy VN-0762966

Department of Defence

Closing Date:Thursday 02 October 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DFG/07625/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=0584CEE3-0805-E984-79E1-E434F3711F04

Duties

The Role

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 and cost recovery activities across Defence. You will work across a breadth of areas, including financial and costing, program and project management, policy and strategy to analyse risk and advise senior stakeholders.

You will employ a high degree of stakeholder engagement across Defence and external agencies to support our Branch in undertaking analysis of capability costing submissions, providing cost

estimation support to projects and reviewing, updating and developing relevant policies and corporate documents. You will develop briefs to inform Defence and Government discussions and assist in decision making, and have opportunities to brief senior executives within the Division in preparation for key committees and meetings.

About our Team

The Capability Costing Branch (CCB) works in partnership with the Defence community to drive better practice and provide strategic advice to key stakeholders in the agency. The Branch connects and supports the professional costing community by developing policy and technical solutions, providing technical costing support, advice and building a sustainable costing workforce in the agency.

The branch also provides cost recovery support to the whole of Defence. This includes technical expertise for cost recovery activities and development of domestic and international agreements and works to improve the consistency and methodology of charging rates across Defence

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 and to build constructive professional relationships with senior stakeholders both internal and external.
- A background in Accounting, Finance, Economics, Project Management or STEM is highly valued.
- Highly developed critical thinking skills and ability to analyse and interpret complex documentation, identify issues and draw accurate conclusions and develop responses supported by evidence.
- Apply established technical, operational, professional and administrative activities, procedures, practices and relevant methodologies.
- Be able to lead the team, mentoring team members and fostering a collaborative environment.
- Have a proven experience and ability in financial management, program and project management in Defence and/or government settings.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Jessica Ahn, 02 6249 0033
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0584CEE3-0805-E984-79E1-E43

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Defence

Vacancy VN-0763042

Department of Defence

Closing Date:Thursday 25 September 2025

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Parliamentary and Ministerial Liaison Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ADFHQ/06856/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=48F5FB1B-6C51-E0E1-92E2-E41CF96EEE80

Duties

The Role

The APS 6 Ministerial and Parliamentary Coordination Officer works across ASCA Branches, and with other Defence groups and services to coordinate and provide support to the timely delivery of quality input on a range of enterprise-level, parliamentary and Ministerial briefs.

The role supports the quality assurance and movement of briefs and submissions, question briefs, responses to Questions on Notice, relying on the expertise and knowledge across ASCA and other key stakeholder areas including VCDF Group and MECC. As a core member of the team you will also, under broad direction, perform governance work within an integrated workforce. You will be expected to ensure you have knowledge of and comply with legislative frameworks, government decision-making and Defence's mission and policy requirements.

Duties include the following:

- Responsible for the development and preparation of ministerial, parliamentary, media, Freedom of Information, reporting and committee documentation. They will be accountable to contribute towards ongoing self-improvement and professional development.
- Manage and coordinate the daily handling of internal business and ministerial and parliamentary workflow.
- Advise and liaise with subject matter experts on the development of timely and quality advice to stakeholders on complex and sensitive issues across Defence.
- Demonstrate a strategic understanding of the impact and implications of ministerial and parliamentary business to the work area and more broadly Defence and whole-of-government.
- Build and sustain relationships with internal and external stakeholders to achieve ministerial and parliamentary outcomes.
- Tailor communication style and language according to the audience's level of knowledge, skills and experience.
- Adjust activities and processes to ensure that work is performed in compliance with legislative, policy and regulatory frameworks.
- Resolve problems using professional knowledge and experience, including identifying and developing ideas, and analysing alternative courses of action and their implications.
- Manage workflows and resources, prepare work area and team plans detailing measurable milestones and expected outcomes.

About our Team

The Strategy and Governance Directorate, Advanced Strategic Capabilities Accelerator (ASCA) is multi-disciplinary team responsible for supporting ASCA’s strategic and operational decision-making by providing governance, strategy, policy, planning, risk and assurance advice and support. The team is responsible for: ASCA’s: strategy, policy and international engagement management; ASCA’s parliamentary and ministerial activities, including preparation and coordination of Question Brief, Senate Estimate Briefs, Ministerial Advice and leads the development and delivery of ASCA’s annual update to Government; ASCA’s governance function including secretariat support for ASCA’s Oversight Committee, and providing ASCA’s input into corporate planning and performance and risk reporting.

Our Ideal Candidate

ASCA is seeking candidate/s who thrive in a high tempo and dynamic environment. Within ASCA, staff are encouraged and empowered to take calculated risks and challenge the status quo whilst acting with integrity. To succeed in these role/s, you must be an adaptable and resilient individual, show initiative and be a team player who contributes to a respectful workplace.

You will have a demonstrated understanding of Parliament and its processes, including Senate Estimates, Question Time and Cabinet. The role will require a sound working knowledge of Parliamentary Document Management Systems, and other ministerial and executive guidance tools and processes.

You will be highly motivated with highly developed organisational, communication and strong stakeholder engagement skills. And the ability to positively contribute to a collaborative and inclusive workplace culture.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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 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	Loren Merriman, 02 5109 7980
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=48F5FB1B-6C51-E0E1-92E2-E4

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Defence

Vacancy VN-0763074

Department of Defence

Closing Date:Thursday 02 October 2025

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Southbank VIC
Salary	$95,187 - $108,734
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/07717/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=73EEA1B2-02B1-BAE4-3937-E4353353EE47

Duties

The Role

Land Communications & Specialist Systems, System Program Office (LCSS SPO) is seeking a highly motivated and skilled contracting professional who is able to provide support in delivering business outcomes. Are you looking for your next career move where you can apply your Contract Management skills to lead some of the largest complex programs in Australia?

Do you thrive working in a challenging environment where you can utilise your strong problem solving skills and stakeholder management skills?

Do you value a diverse workforce that supports work life balance and offers flexible working arrangements?

As the APS 6 Contracting Officer for LCSS SPO, you will manage contractual arrangements and provide support services for both Mature Support Contracts and Standing Offer Deeds with multiple suppliers across the products. The APS6 Contracting Officer position is required to interpret policy to manage contracts, apply procedures to execute their intent and ensure appropriate management of contracts in support of SPO outcomes. Your work may contribute to

strategic planning, program and project management, policy development and will include a supervisory role.

Working as a Contracting Officer, your key responsibilities will include the following (but not limited to):

- Build and sustain effective relationships with key stakeholders both internal and external enabling productive liaison in relation to contract management.
- Understand and prepare contractual documents and conduct contract management activities.
- Undertake complex procurement planning, tendering and contract formation and contract management activities.
- Translate and apply legal principles, legislative and mandatory policy compliance obligations and critical commercial risk and performance requirements related to procurement and contract management.
- Seek, interpret and provide advice and assistance on complex procurement and contract management issues.
- Manage and lead a small team, including providing clear and consistent communication, managing performance and delegating responsibility.

The team is based at Victoria Barracks in Melbourne. We are supportive of achieving a balance between work and life. Flexible working arrangements may be negotiated. Telework from home considered however, this role cannot be performed remotely on a full-time basis, as it is office based. Family-friendly working arrangements available. A merit pool may be established from this recruitment round.

Please note: Resumes are not to be any more than two pages in length as specified in the application form.

About our Team

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, delivering and sustaining C4 technology to Army and the Joint Force. The APS6 Contract Manager is based at Victoria Barracks Melbourne, and will be a member of the Land Communications & Specialist Systems, System Program Office team that provides support to Projects & Products. 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 System Division within CASG is a world-leading complex enterprise with a heavy dependence on information technology and its personnel. We are not only looking for highly competent professionals but also looking for collaborators, contributors, communicators and team players to be part of our highly integrated workforce.

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 build effective and productive teams.

In addition to the streams and task outlined under the role, our ideal candidate will have:

- Sound knowledge of and experience in contract management, preferably in Services contract management, but not essential.
- Strong organisational skills with high attention to detail.
- Excellent communication and interpersonal skills. Effective time management skills.
- Flexibility and adaptability in changing circumstances and evolving requirements.
- Proactive and detail-oriented approach.

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 agency.

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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	Julie Cais, 03 8567 4726
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=73EEA1B2-02B1-BAE4-3937-E4

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Education

Vacancy VN-0762896

Department of Education

Closing Date:Sunday 28 September 2025

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$82,039 - $87,737
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	25/0485
Agency Website	https://www.education.gov.au/about-department/work-us

The Executive Assistant (APS Level 4) is a critical part of the branch, providing administrative support and ensuring the effective and efficient operation of the branch on a day-to-day basis. The Executive Assistant is the first point of contact for enquiries and will use customer service skills to interact positively and professionally with a range of internal and external stakeholders.

The Schools Assessment, Measurement and Research Branch (SAMRB) is comprised of four teams: National Assessments and Reporting; Research and Analysis; International Assessments and Reporting; and Agency Governance. The main purposes of the Branch are to inform policy decisions through data, analysis and evidence, provide strategic advice on assessment policy, manage the Australian Government's assessment role, to improve the measurement of school outcomes and meet our reporting commitments.

The Intergovernmental, Strategy and Governance Branch (ISGB) is comprised of three teams: Schools Group Governance and Support, Intergovernmental and National School Resourcing Board Secretariat. The branch contributes to exciting education agendas focused on high level administrative support and driving outcomes to support the Schools Group in the Department.

ISGB and SAMRB offer a supportive collaborative culture and a variety of interesting and challenging work.

Duties

The Executive Assistant (APS4) will:

- Manage and organise the diary and emails for your senior executive including scheduling meetings and flagging urgent or sensitive emails.
- Answer the phone and take messages/actions where appropriate as well as updating telephone and email contact lists.
- Coordinate logistical requirements for meetings, including organising agendas, meeting rooms and briefing materials, for the Senior Executive.
- Prepare minor correspondence, minutes and other written material as directed.
- Support Branch coordination activities and work with staff in the Branch to ensure tasks, correspondence and briefings are completed and deadlines are met.
- Provide additional support for the Branch as required, including accommodation/property needs, support for Committees and coordination of Branch events.
- Organise and book travel where required and undertake relevant financial approval processes under direction.
- Manage record keeping processes using departmental systems such as PDMS and in accordance with departmental processes.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

- Citizenship: Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the Department of Education

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

To Apply

Position Contact	Raffaela Santosuosso, (02) 6240 0351
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0762974

National Gallery of Australia

Closing Date:Sunday 28 September 2025

Artistic Program
Conservation

Job Title	Conservation Technician (Preventive and Administration)
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$75,279 - $81,830
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On Site position
Classification	APS Level 4
Position Number	5002
Agency Website	https://nga.gov.au

Job Description

https://candidate.aurion.cloud/natgal/production/redirect/to/dmFjYW5jaWVzLzI5MTI1NTA2MzAzOTkxOTI-MS9lZG

The Conservation Technician (Preventive and Administration) supports the day-to-day operations of the Conservation Department. The Conservation Department has 5 main sections that are responsible for ensuring the care of the collection whilst in storage, on display and loan. These sections are based on the materials of the collection and how the collection will be used and are: Paintings, Paper/Photography, Textiles, Objects (including time-based, electrical, and kinetic works of art) and the preventive/loan management section. This role will support all areas through administrative and technical support especially in the area of preventive conservation.

This is a non-ongoing employment opportunity until June 2027.

Duties

In accordance with the APS 4 work level standards, you will:

- Provide administrative support and assistance to the Conservation department including but not limited to arranging meetings, assisting with department records and reporting, updating the internet page and assisting with purchasing supplies.
- Assist with the management of the day-to-day operations of the NGA quarantine treatment room. Record treatments undertaken and WOA housed in the quarantine treatment room. Provide support as required to all sections of the department in the preparation of works of art for display and storage.

- Undertake pest treatments as advised by conservators on a wide range objects in the collection and on loan to the gallery. Maintain WH&S requirements associated with the quarantine treatment room and pest treatments.
- Assist with the general preventive conservation functions of the department, such as pest inspections, gallery maintenance, environmental monitoring, etc. Assist other sections of the department as required in preparing works from the collection for display and storage.
- Liaise well with all stake holders on the scheduling and movements of works of art within the quarantine treatment room. Maintain accurate stock and art movement records for all works of art treated.

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Hold a Current Driver License
- Good colour vision, manual dexterity, and physical health commensurate with the duties of the position. (Ability to lift, climb ladders, work at heights, use tools and equipment).

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 may be established from this selection process and may be used to fill future identical vacancies over the next 12 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	Lisa Addison, +61 2 6240 6462
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/redirect/to/dmFjYW5jaW

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Education

Vacancy VN-0763006

National Gallery of Australia

Closing Date:Sunday 05 October 2025

Artistic Programs
Research Library & Archives

Job Title	Librarian
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$92,164 - $106,531
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On Site position
Classification	APS Level 6
Position Number	9024
Agency Website	https://nga.gov.au

Job Description

https://candidate.aurion.cloud/natgal/production/redirect/to/dmFjYW5jaWVzLzI5MTI1NTA2MTcwMzI2OTI-MS9lZG

As the Librarian you will work with a small team of library and archive specialists in the development, care, and provision of access to the National Gallery Research Library & Archives. This role offers an exceptional opportunity for a library, special collections, and archives professional to contribute to the future of Australia's premier gallery-based, visual arts library, archives, and special collections.

In this role, under the guidance of the Manager, Research Library & Archives, you will be responsible for the Special Collections and Reference Library holdings of the National Gallery's Research Library & Archives, covering First Nations, Australian and international art with strengths aligned to areas of the national art collection. This includes rare and unique materials that document the history and development of the visual arts, both nationally and internationally.

You will work with a wide range of internal stakeholders including the Curatorial, Exhibitions, Conservation, Registration, and Learning & Programs teams as well as Australian and international visual arts researchers. This role is part of the Gallery's Artistic Programs Portfolio and reports to the Manager, Research Library & Archives.

Duties

In accordance with the APS 6 work level standards, you will:

- Administer Research Library & Archives activities in the areas of the Reference Library and Special Collections related to preservation, digitisation, collection development and rationalisation, and public research enquiries and access.
- Manage and administer Reference Library and Special Collections internal and external services including research and reference enquiries, curatorial support, interlibrary loans, digitisation, and other functions related to the discoverability and access of the Reference Library and Special Collections to internal and external stakeholders.
- Along with the Archivist, assist the Manager, Research Library & Archives to develop and refine policies, guidelines, workflows, and procedures to support the Gallery's Research Library & Archives.
- In consultation with the Manager, Research Library & Acquisitions select Special Collections and Reference Library materials to propose for acquisition or deaccession. Undertake all relevant due diligence, stakeholder liaison and documentation required to generate and submit the acquisition or deaccession for consideration and approval.
- Undertake cataloguing and digitisation of Special Collections and Reference Library materials to meet contemporary library and information management standards to optimise discoverability and access to internal and external stakeholders.
- In consultation with the Manager, Research Library & Acquisitions manage the physical and digital requirements of the Special Collections and Reference Library holdings including physical and digital access, preservation, revision, and growth.
- Provide expert advice on professional and technical requirements of the Reference Library and Special Collections to colleagues, Gallery staff, sector peers and external researchers.
- Provide leadership and supervision of Library Assistants to ensure coverage of relevant library services including rostering, timesheet approvals and workload management.
- Undertake other duties as required by the Manager, Research Library & Archives including reporting activities.

Eligibility

Citizenship – To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check – to be eligible for this role you must complete a police check.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- Formal qualifications in Library and Information Studies or related fields.
- Substantial experience working with library or special collections, preferably in a research library context within a visual arts museum, gallery, tertiary institution, or similar work environment.
- Eligibility for Associate Membership of the Australian Library and Information Association (ALIA) or qualifications as a Librarian recognised by ALIA or equivalent.

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 may be established from this selection process and may be used to fill future identical vacancies over the next 12 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.

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To Apply

Position Contact	Renee Joyce, +61 2 6240 6687
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/redirect/to/dmFjYW5jaW

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Environment and Energy

Vacancy VN-0762887

Clean Energy Regulator

Closing Date:Sunday 05 October 2025

Scheme Operations
Vegetation, Nature Repair & Analytics Nature Repair Market

Job Title	Senior Regulatory Officer – Nature Repair Market
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,905 - $112,596
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation
Classification	APS Level 6
Position Number	CER 081/25
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 ACCU Scheme (Vegetation), Nature Repair, and Analytics Branch supports the administration of projects that sequester carbon through the restoration, regeneration and protection of native forest and activities in the plantation forest sector.

The branch also manages the Nature Repair Market - a voluntary national initiative which opened in March 2025 that enables people to take action to restore and protect the environment.

In addition, the branch also undertakes a broad range of activities aimed at improving engagement, participation and effective administration of both the ACCU Scheme and Nature Repair Market, ensuring the integrity of these schemes.

About the Section

The Nature Repair Market Section is responsible administering the Nature Repair Market scheme. The section:

- Establish systems and processes required for assessing and approving applications under the Nature Repair Act 2023, and subordinate legislation. The applications relate to project registration and issuing biodiversity certificates.
- Ongoing review and design of our ICT systems (CRM and Online Services) to support the administration of the Nature Repair Market.
- Managing the Biodiversity Market Register where project and certificate information is published.
- Providing support to scheme participants in understanding the new Nature Repair Market scheme. This includes developing web content, guidance documents, stakeholder engagement and managing enquiries.
- Advises and assists in the development of the biodiversity certificate market, including supporting participation in the market for biodiversity certificates.
- Looking for opportunities for alignment between the Nature Repair Market and the ACCU Scheme.
- Liaison with the Department of Climate Change, Energy, the Environment and Water on legislative instruments made under the Nature Repair Act 2023.

Duties

Under limited direction, the duties of an **APS Level 6 Senior Regulatory Officer** will include, but not limited to:

- Assess and review applications (e.g. project registration and biodiversity certificates) to ensure compliance with Nature Repair Market legislative.
- Educate and support scheme participants to develop understanding of how to participate in the scheme and compliance with legislative requirements.
- Develop and manage relationships with a broad range of internal and external stakeholders to promote the Agency business objectives, manage change and resolve conflicts.
- Contribute positively to risk management, planning and decision-making processes.
- Develop operational policy, procedures, guidelines and technical improvements to support the consistent administration of the Nature Repair Market.
- Build staff capability by sharing knowledge and experience.
- Contribute to development of guidance and training materials for internal and external use.
- Apply professional judgement to perform and communicate robust regulatory decisions, evaluating ambiguous and incomplete information, factoring in risks and being sensitive to context and seek advice and escalate when necessary.

Qualifications/Experience

A wide range of skills and experience to complement a multidisciplinary team.

- Qualifications and/or work experience in environmental science, agricultural, forestry and ecology are highly desirable, but not essential.
- Prior experience assessing applications and decision marking under a complex legislative framework would be an advantage.

Eligibility

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

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

Notes

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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	Amy O'Hehir, 02 6159 3775
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Environment and Energy

Vacancy VN-0763002

Clean Energy Regulator

Closing Date:Sunday 12 October 2025

Legal Services and Governance Legal Services

Job Title	Senior Legal Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$121,724 - $138,463
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation
Classification	Executive Level 1
Position Number	CER 087/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

About the Section

The Legal Services section reports to the General Counsel/Chief Risk Advisor and supports the operations of the Clean Energy Regulator through the provision of dedicated in-house legal services, focusing on the interpretation, application and enforcement of Australia's climate change laws.

The section's responsibilities include public and administrative law matters, statutory interpretation, litigation, legal drafting and providing strategic legal advice for developing legislative instruments and operational policy. The section also provides legal advice on identification and management of legal risks, and application of laws and policies relating to the operation of the agency (including the PGPA Act, and FOI Act).

The section supports the agency's programs and initiatives by giving timely, relevant legal advice.

Over the next twelve months, it is anticipated that the key areas of work for the Legal Services Section will be:

- providing legal support and advice in response to requests from staff on legal issues or responsibilities that affect or may affect the performance of agency functions and powers
- drafting and providing strategic legal input and guidance on formulation of legislative instruments and legislative and operational policy
- drafting legal documents, including contracts and delegations
- advising on the agency's compliance with its obligations under the FOI Act
- coordinating the agency's conduct of administrative, civil and criminal litigation, and
- procuring external legal and other services to support the operation of the agency, including new initiatives.

Duties

About the Role

We are seeking a dedicated Senior Legal Officer to join our dynamic team. The successful candidate will provide strategic legal advice, manage complex legal matters, and ensure compliance. The ideal candidate will possess extensive legal expertise, strong analytical skills and the ability to work creatively and collaboratively. We offer a competitive salary, professional development opportunities, and a supportive work environment.

We invite applications from individuals who are committed to delivering high-quality legal counsel, possess strong skills in resolving complex matters, and are enthusiastic about supporting carbon abatement, clean energy advancement, and nature repair initiatives in Australia. Join our legal team and play an integral role in these important efforts.

Role Responsibilities and Duties

Working under supervision of a Deputy General Counsel or a Principal Legal Officer and as part of the Legal Services section, duties will include:

- assisting the General Counsel in the provision of accurate, practical and timely legal advice to the Members of the Regulator, Senior Executive team and officers of the Clean Energy Regulator
- providing clear and practical legal advice, including legislative and/or commercial drafting, on a wide range of Clean Energy Regulator-specific legislation and general Commonwealth legislation
- managing or assisting in managing a small team of lawyers, ensuring effective allocation and clearance of legal advice work
- developing and maintaining strong relationships with internal stakeholders, including the creation and delivery of training packages
- engaging and liaising with external lawyers as appropriate
- contributing to the Legal Services and Governance Branch in achieving the objectives and delivering on the strategic direction of the Clean Energy Regulator.

Qualifications/Experience

Applicants should be admitted as a legal practitioner in the High Court or the Supreme Court of an Australian State or Territory and should hold, or be currently eligible to obtain, a restricted practicing certificate issued by the ACT Law Society.

Eligibility

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

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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 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	Rizwan Akhund, 02 6159 3481
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Finance

Vacancy VN-0762841

Digital Transformation Agency (DTA)

Closing Date:Sunday 21 September 2025

NA
Corporate Business Services

Job Title	Assistant Director, IT Infrastructure
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$124,015 - $137,475
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	177_09/25
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We’re big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don’t just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

This position sits within the Business Services Team, part of the Corporate Branch of the Digital Transformation Agency (DTA). Operating under limited direction from the CIO and in collaboration with the Deputy CIO, the Assistant Director, IT Infrastructure leads a small team of ICT staff and is accountable for monitoring, planning, and managing the physical, human, and financial resources required to support the development and maintenance of the agency’s ICT environment.

This role also functions as the IT Manager for the DTA’s Sydney office, with shared responsibilities in office and property management. It involves coordinating IT and property related matters, including vendor engagement to deliver effective solutions.

Please note: This role may require interstate travel from time to time.

Key duties:

- Lead and manage a team delivering Level 2 Help Desk support, hardware provisioning, network configuration, mobile device management, and mobile office solutions within a Microsoft 365 operating environment.
- Oversee vendor relationships for outsourced Level 3 support, ensuring service quality and alignment with agency needs.
- Coordinate ICT-related procurement, finance, and system integration activities across multiple internal teams to support timely project delivery.
- Administer and maintain the agency’s Exchange environment in partnership with the Secure Email provider.
- Support infrastructure development for pilots and proof-of-concept initiatives using Azure and Microsoft tools.
- Collaborate with vendors to enhance the agency’s standard operating environment, including desktop, network, internet, and printing infrastructure.
- Manage and maintain the agency’s Azure cloud environment in conjunction with other team members.
- Implement and maintain IT systems that safeguard agency assets against internal and external cybersecurity threats.
- Provide high-level analysis and strategic advice on infrastructure platforms to ensure high availability and resilience.
- Ensure endpoint configurations align with the Australian Signals Directorate (ASD) blueprint and Essential Eight maturity model.
- Provide leadership, support, and training to infrastructure team members and broader DTA staff.
- Manage ICT projects and procurement activities as required.

- Engage effectively with key stakeholders, applying knowledge of Australian Government cybersecurity policies and standards and a focus on Essential 8 maturity.
- Act as a senior member of the Cyber Infrastructure team, contributing to the enhancement of DTA’s operational infrastructure under the general guidance of the Deputy CIO.

Eligibility

Security Clearance level required: NEGATIVE VETTING 1 (or ability to obtain and maintain).

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

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The

DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner’s Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We're the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Andy Tripathi, 02 6120 8408
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Finance

Vacancy VN-0763036

Parliamentary Workplace Support Service (PWSS)

Closing Date:Thursday 02 October 2025

Chief Operating Officer Corporate

Job Title	Assistant Director, Procurement and Contracts
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,885 - $163,694
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	141806
Agency Website	

Job Description

https://www.pwss.gov.au/pwss-careers-0

About the branch

The Chief Operating Officer (COO) Branch is responsible for the Corporate functions of the agency including financial management, legal, human resources (HR), ICT, security and property. The Branch is also responsible for the ongoing management of the Shared Services arrangements to support the important work of the PWSS.

About the team

Our Corporate team is at the heart of ensuring the PWSS runs smoothly and efficiently. As a small team we thrive on collaboration and adaptability, managing a broad range of responsibilities that are essential to the agency's success. The team offers an exciting, fast-paced environment where every member has the chance to take ownership of projects and drive positive change. The Corporate team plays a pivotal role in shaping the agency's future.

About the role

The Assistant Director, Procurement and Contracts will play a strategic leadership role in embedding robust, compliant, and fit for purpose procurement and contract management practices across the PWSS. This role is central to enhancing the team's operational maturity, and ensuring procurement activities are well-governed, transparent, and aligned with organisational priorities.

Working closely with colleagues across the PWSS, including the Chief Financial Officer, the role will support procurement across the PWSS while championing continuous improvement, fostering capability uplift, and supporting the development of practical tools and guidance that enable staff to confidently manage procurement and contract processes. The successful candidate will bring a deep expertise in relevant legislative frameworks and a collaborative mindset, helping to build sustainable systems and practices in a dynamic, resource-conscious environment.

Duties

- Leading the delivery of procurement activities including planning, documenting, implementing, monitoring and reporting in line with the Public Governance, Performance and Accountability Act 2013 (PGPA Act), the Commonwealth Procurement Rules and related rules and guidance.
- Providing quality, consistent and timely best practice procurement and contracting advice to PWSS staff enabling informed decision-making and value-for-money outcomes, and preparation of contract and approval documentation and contract management, including how to guides, intranet content, forms, and templates.
- Designing and maintaining procurement and contract registers tailored to the needs of PWSS, and resetting procurement records management processes to ensure accuracy, accessibility, and compliance.
- Leading procurement activities as required, including drafting contracts and s23 approval documentation, seeking legal advice as required.
- Ongoing monitoring and management of high value contract outputs to ensure contract requirements and standards are achieved by providers.
- Ongoing monitoring of expiry dates and subsequent actions required, including extensions, management of contract ends and/or replacement of existing contracts.
- Supporting day-to-day management of all PWSS Procurements.
- Engaging with a variety of internal and external stakeholders to respond to complex enquiries and third party arrangements.
- Developing compliance and Executive reporting and quality assurance activities that strengthen oversight and support continuous improvement.
- Preparing mandatory reporting for executive clearance and formal publication.
- Maintaining accurate records, including generating reports to track performance and identify areas of improvement.

Eligibility

- This role is being advertised as both an ongoing and non-ongoing vacancy. The role may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of up to 12 months.
- 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.
- Candidates must be independent, impartial, and apolitical, and must be seen as such. A private interest disclosure form must be completed prior to an offer being made to disclose any material personal interests that may or may appear to influence a candidate’s ability to discharge their responsibilities as an APS employee.
- 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 PWSS staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Co-ordinated Criminal History Check (NCCHC).
- The Parliamentary Workplace Support Service 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.
- Experience with Commonwealth Procurement Rules and arrangements is highly desirable.
- Experience in small to medium federal government entity procurement roles is highly desirable.

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 agency.

About the Parliamentary Workplace Support Service (PWSS)

The Parliamentary Workplace Support Service (PWSS) is a team of trusted advisors helping to build and maintain a safe, respectful, and inclusive parliamentary workplace through human resources advice, training and professional development, work, health and safety advice and trauma-informed complaint resolution and counselling. In addition, the PWSS provides 24 hour independent and confidential support services, for all Commonwealth parliamentary workplace participants.

To Apply

Position Contact	Donna McKay, (02) 6277 9840
Agency Recruitment Site	https://www.pwss.gov.au/pwss-careers-0

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Foreign Affairs and Trade

Vacancy VN-0763047

Austrade

Closing Date:Sunday 05 October 2025

Corporate Services
Digital and Technology Services Digital Architecture and Platforms

Job Title	Delivery Management Capability Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$137,054 - $159,720
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 2
Position Number	5915_08/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is looking for an experienced Delivery Management Capability Lead to be part of the Digital Platforms and Products (DPP) Branch.

The role of Delivery Management Capability Lead will be responsible for overseeing and managing delivery of projects and teams across various areas using agile practices and project methodologies, managing and coordination of stakeholder and executive engagement, lead project activities to ensure successful project delivery and outcomes.

This will involve working closely with technical delivery teams, Project Sponsor and relevant business stakeholders. Continuous evaluation and improvements on operations across projects and teams and, on occasions working with third parties including solution providers.

We are looking for a strong team player that thrives on achieving outcomes and working as part of a multidisciplinary team (MDT).

You will have extensive experience working in agile and ideally experience within the Australian Government and the digital service standard.

Duties

DUTIES INCLUDE:

- Oversee/manage implementing projects and/or programs in accordance with Austrade's project management principles and methodology
- Assisting Head of DPP in Branch wide resourcing, budgeting, strategic alignment and coordination of change releases across teams (e.g. Horizon Planning, Program Management).
- Provides strategic leadership and technical, operational, financial and managerial leadership for successful implementation of projects
- Champion the agile mindset and ways of working to drive a culture of flexibility, collaboration, and continuous improvement.
- Develop and maintain strong and productive working relationships with internal and external stakeholders.
- Regularly updates stakeholders and executives with reports on the progress and performance of projects

Eligibility

- Australian citizenship – our successful candidate must be an Australian citizen.
- Security clearance – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.
- Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process.

Notes

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

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit https://www.austrade.gov.au/About/Employment/Working-at-Austrade.

To Apply

Position Contact	Lisa Carter, +61 (2) 939 22374
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0763058

Austrade

Closing Date:Thursday 02 October 2025

Policy and Programs
Visitor Economy and Client Programs Visitor Economy Sustainability, International Markets, Tourism Research Australia

Job Title	Director National Surveys & Data Science
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$137,054 - $159,720
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 2
Position Number	5937_09/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The manager of the National Surveys and Data Science team in Tourism Research Australia (TRA - a branch within Austrade) is responsible for overseeing the preparation and publication of official domestic and international tourism statistics for Australia. This includes managing the International Visitor Survey (IVS) and the new Domestic Tourism Statistics (DoTS) which has replaced the National Visitor Survey (NVS) from 2025, as well as supplementary surveys where required.

Synthesis, interpretation and data dissemination activities are undertaken by the team, including preparation of web-based products to support distribution of the data. Technical support for industry, government and funding partners with evaluating and interpretating the data is also a key element of the work. This includes overseeing governance and guidance on how the data should be appropriately used.

Data for both domestic and international tourism statistics is collected through contracts with external providers and the person in this role is responsible for day-to-day management of these significant contracts. With the data collection co-funded by States and Territories, the role also includes oversight of the Service Level Agreement with funding partners and has a key role in managing TRA’s relationships with these stakeholders.

The role works closely with the Manager of Data Innovation and Partnerships to explore new data sources and test their feasibility for future inclusion in official tourism statistics.

Duties

- Manage the two key survey contracts with an external data provider and other associated contracts required to deliver official statistics
- Ensure external contractors are meeting the required quality and timeliness standards as agreed, including through ensuring ongoing quality of field collection and survey questionnaires
- Maintaining the high quality of official data published by TRA.
- Manage TRA’s core data products, via the team building databases and materials for web based services.
- Provide technical support to funding partners, TRA colleagues and other data users
- Assist with the writing of ministerial briefs and press releases, including through provision of relevant data.
- Manage TRA training materials and training programs for TRA online and CD-MOTA
- Monitor and manage the job performance and personal development of staff in the National Surveys team.
- Manage relationships with key stakeholders and State/Territory funding partners through negotiation and oversight of a Service Level Agreement.
- Represent the department on committees and at meetings and conferences, including the Tourism Research Committee
- Publicly presenting and discussing TRA data

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 Negative Vetting Level 1 security clearance.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process.

Notes

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

About the Austrade

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To Apply

Position Contact	Rod Battye, +61 (2) 6272 6879
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0763087

Austrade

Closing Date:Sunday 05 October 2025

Policy and Programs
Government and Policy International Issues and Sector Support

Job Title	Manager – South Asia, Southeast Asia, and Pacific Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$137,054 - $159,720
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 2
Position Number	5963
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is seeking to hire a Manager of the South Asia, Southeast Asia and Pacific Section of the International Relationships Branch of the Government and Policy Division, as well as establish a merit list for future vacancies across Austrade's Government and Policy Division.

We are looking for engaged, innovative and enthusiastic team players, keen to work in a diverse, cross-cultural workplace and build partnerships with colleagues across Austrade, governments and with industry in a fast-paced environment to produce tangible and practical outcomes.

You will work in agile and flexible structures, in strategic partnership with Austrade's business-facing teams across key markets and sectors, so that public policy and services are shaped by commercial knowledge and real-world insights. You will inform key government trade and investment policy development and agencies' development of related policies and strategies; and support continued Austrade alignment with government policy priorities relevant to Austrade's mandate.

Duties

Working with Austrade's global network as the interface between other government departments/agencies and Austrade's business-facing teams onshore and offshore, you will:

- Lead and nurture a high-performing team and contribute to innovative, creative policy development, implementation and/or evaluation and review of trade and investment-related policies and programs.
- Use knowledge of government policy agendas and decision-making processes to influence and support the Government's trade and investment priorities across government.
- Deliver briefing, analysis and policy advice to the Minister and Austrade Senior Executive to inform and influence government deliberations and outcomes on trade and investment issues.
- Use your high-level knowledge of government policy agendas and decision-making processes and context to influence and support the Government's trade and investment priorities across government.
- Deliver high-quality data-driven briefing, analysis and policy advice to the Minister and Austrade Senior Executive to inform and influence government deliberations and outcomes on trade and investment issues.
- Deliver Austrade activities including ministerial visits and events in alignment with the Government's priorities.

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 **Negative Vetting Level 2** security clearance.

Notes

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

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit https://www.austrade.gov.au/About/Employment/Working-at-Austrade.

To Apply

Position Contact	Laura Timmins, +61 (2) 6201 7454
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0762850

Australian Centre for International Agricultural Research (ACIAR)

Closing Date:Sunday 05 October 2025

Research

Job Title	Director Capacity Development
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$152,968 - $166,222
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site
Office Arrangement Details	While onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA and operational requirements
Classification	Executive Level 2
Position Number	0038
Agency Website	https://www.aciar.gov.au

Job Description

https://www.aciar.gov.au/careers

The Director Capacity Development will oversee and direct the implementation of the existing program of work (see below). The position will lead on strengthening the links between the formal

Capacity Development program and the capacity development approaches embedded into ACIAR research for development projects and partnership initiatives by providing expert advice on approaches and leveraging existing work.

Working closely with ACIAR's Country Office Network, the Director will provide expertise on the design and implementation of capacity development investments with partner institutions in country that complement existing programs and projects and respond to in-country demands in alignment with Australia's International Development Policy.

The Director will be responsible for leading a team of three 2 APS6 and one contractor, (with the potential to expand to a fourth), and work closely with other teams to facilitate collaboration and collegiality across the Research, Partnerships and Corporate branches.

The Capacity Development program delivers the following activities:

1. Alumni engagement – facilitating continued networking and learning opportunities, drawing on the expertise in the alumni to inform research for development projects.
2. ACIAR Learn – An online learning platform that aims to strengthen the professional development and collaborative connects agricultural researchers.
3. John Allwright Fellowship (JAF) - Formal postgraduate training either through a master's degree by research or PhD at an Australian university under the Australia Awards program. JAF scholars are selected from ACIAR projects with applications opening annually. The JAF also includes a support facility for scholarship enrichments and additional pastoral care.
4. John Dillon Fellowship (JDF) – A leadership and management program to support the individual and organisational capability of partner institutions to increase effectiveness of managing research projects.
5. Meryl Williams Fellowship (MWF) – Targeted to women leaders in agricultural science, this fellowship is designed to increase the leadership skills, confidence, knowledge and capabilities of participants and progress their leadership aspirations.
6. Pacific Agricultural Scholarships and Support (PASS) - Providing postgraduate scholarships, academic support and career development opportunities to researchers from Pacific Island countries. The program also includes an organisational development component for participating institutions.
7. A program of continuous monitoring, evaluation, and learning to inform future programming and approaches.

Duties

Under the general direction of the Research Director, the Director Capacity Development is responsible for:

1. Drive strategic integration with the bilateral and multilateral research programs, as well as partnership initiatives, outreach and impact evaluation programs.
2. Oversee and direct the formal Capacity Development program ensuring continuous improvement informed by data and reflective practices.

3. Provide sound financial and contractor management and oversight of a program budget of around $11 million annually.
4. Embed a revised monitoring, evaluation and learning framework for the program working closely with the Impact and Learning team.
5. Represent the Capacity Development team/program in domestic and international fora, representing the program and ACIAR in collaborative activities with stakeholders in Australia and overseas, including DFAT and international alumni.
6. Manage the Capacity Development team, ensuring staff have opportunities to develop through on-the-job learning, and formal training.
7. Contribute to the strategic leadership of the Research branch and ACIAR as a whole, supporting the Research Director as required.
8. Contribute to agency wide reporting and Executive items on behalf of the program.
9. Undertake international travel to ACIAR partner countries to engage with ACIAR Alumni, partners, managing contractor and participate in the delivery of capacity development activities overseas.
10. Perform other ad-hoc activities as required or requested.

Eligibility

- **Australian Citizenship** - our successful candidate must be an Australian citizen.
- **Security clearance** - our successful candidate may be required to obtain and maintain a Negative Vetting 1 security clearance.

Notes

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

About the Australian Centre for International Agricultural Research (ACIAR)

The Australian Centre for International Agricultural Research (ACIAR) is a statutory agency within the Australian Government's Foreign Affairs and Trade Portfolio. It operates under the Australian Centre for International Agricultural Research Act 1982. ACIAR invests in collaborative research and knowledge-sharing partnerships to improve the livelihoods and resilience of smallholder farming, fishing and forestry communities in Africa, South Asia and the Indo-Pacific. We work with governments and institutions to grow food more efficiently, increase food system resilience, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably. Our partnerships prioritise economic, social and environmental benefits for partner countries, and contribute to the development of our international and Australian partner institutions' research, policy and leadership capabilities. Further information on our current projects, programs and priorities can be found at https://www.aciar.gov.au/. It's important to note that ACIAR are responsible for commissioning research, not undertaking research.

To Apply

Position Contact	Kate Turner-Mann, 040 376 9060
Agency Recruitment Site	https://www.aciar.gov.au/careers

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Foreign Affairs and Trade

Vacancy VN-0762873

Australian Secret Intelligence Service

Closing Date:Monday 29 September 2025

Job Title	Architecture Specialists
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$171,497 - $202,365
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 2
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

Strategy and Architecture brings our technology teams together to achieve more as a whole than we can individually. Our aim is to provide strategic enterprise vision through principles, guidance and collaboration with technology delivery teams. We expect the selected candidate to have a developed understanding of a broad range of architecture disciplines (in one or more: application, data, integration, security, and infrastructure), strong business skills and critical thinking to assist the Technology Services Division to develop and maintain the ASIS's enterprise architecture.

If you are a innovative, passionate and wanting to work with a high-performance team of experts in architecture discipline, then this role is for you. We are looking to fill vacancies in the following areas:

· Enterprise Architect

· Lead Business Architect

· Lead Solution Architect

The role(s) exercises a considerable degree of independence and must practice sound decision making and judgment to engage in complex problem solving and issues management. For role-specific information, please see below.

Duties

Role: Architecture Specialist - Enterprise Architect (EL2)

The Enterprise Architect acts as a critical link between ASIS business strategy, policy, service design, and technology delivery. The candidate expects to influence senior stakeholders across technology delivery division and national intelligence community to drive consistency, efficiency, and innovation in ASIS digital initiatives and to be well-adept to responding to a rapidly changing global environment.

Successful applicants will have extensive experience (10+ years) and must possess significant depth and expertise in following responsible areas:

Key Responsibilities and Tasks:

· Strategically align the ASIS's future ICT architecture to leverage contemporary and emerging technologies (products and services) with efficiency and effectiveness.

· Ensure ICT architecture supports the ASIS's mission and aligns with business strategies and requirements.

· Provide technical guidance and support to ICT delivery teams and program managers in the development and implementation of new business solutions and initiatives.

· Maintain up-to-date knowledge of industry trends and best practices in ICT architecture, and promote the adoption of new technologies and methodologies.

· Analyse and problem-solve, with the ability to develop and present complex technical solutions to non-technical stakeholders.

· Maintain effective relationships with subject matter experts across the ASIS Technology Service Delivery, including senior leadership, business units, IT teams and vendors.

· Represent strategy and architecture in architecture governance assurance process to ensure all Technology Service Division solution designs are in alignment with ASIS Enterprise Architecture, consensus and agreed.

· Foster effective collaboration across the National Intelligence Community.

Role: Architecture Specialist - Lead Business Architect (EL2)

The Lead Business Architect plays a strategic leadership role within ASIS, responsible for translating strategic policy objectives into business capabilities, operating models, and transformation roadmaps. Operating at **SFIA Level 6**, this role shapes ASIS transformation through business architecture, ensuring programs and services are aligned with ASIS needs, legislative mandates, and government digital and service delivery strategies.

Applicants successful will have extensive experience (10+ years) and must possess significant depth and expertise in following responsible areas:

Key Responsibilities and Tasks:

· Lead the development of business architecture models that reflect ASIS and whole-of-government strategies, future-state visions, and policy intent.

· Translate strategic objectives into business and technology capability, value streams, operating models, and transformation roadmap.

· Provide expert advice on business architecture alignment in policy development, service design, and digital transformation.

· Align business architecture with enterprise, data, application, and technology architectures.

· Ensure business architecture informs investment planning, prioritisation, and governance.

· Champion the use of business capability modelling as a foundation for technology portfolio planning and cross-agency collaboration

· Facilitate workshops and working groups to co-design future-state business capabilities and product/services offerings.

· Represent strategy and architecture in architecture governance assurance process to ensure all TSD technology solution designs are in alignment with TSD Enterprise Architecture, consensus and agreed.

· Foster effective collaboration across the National Intelligence Community.

Role: Architecture Specialist - Lead Solution Architect (EL2)

The Lead Solution Architect operating at **SFIA Level 6** is a strategic leader responsible for the definition, implementation, and governance of ASIS-wide technology solutions. This role provides high-level architectural leadership and thought partnership to executives and stakeholders across the ASIS. The architect ensures that business strategy is enabled through innovative, robust, and scalable enterprise solutions, balancing agility, risk, cost, and long-term maintainability.

Applicants successful will have extensive experience (10+ years) and must possess significant depth and expertise in following responsible areas:

Key Responsibilities and Tasks:

· Own partnerships with cross-functional technology and design teams to ensure consistent, beneficial client interaction and solution delivery.

· Provide architectural leadership and guidance for sound decision-making by providing expert advice that considers business processes to achieve ASIS objectives.

· Provide solution recommendations that are fit for purpose, adhere to enterprise architecture principles, standards and patterns, leverage reusable components, and are coherent with wider technology domains.

· Collaborate with Enterprise Architecture in developing and maintaining technology strategy, pattern and reference, business process and planning.

· Support the division strategic technology program and related activities that translate into clear architectural direction and guidance on reducing technical debt.

· Participate in architecture governance assurance process to ensure all TSD technology solution designs are in alignment with TSD Enterprise Architecture, consensus and agreed.

· Foster effective collaboration across the National Intelligence Community.

Eligibility

ELIGIBILTY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain a security clearance.

Notes

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

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/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0762874

Australian Secret Intelligence Service

Closing Date:Monday 29 September 2025

Job Title	Applications Tester
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$145,137 - $169,572
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

The role requires a dynamic team player who enjoys working with stakeholders, team members and individually on projects. You will be able to meet tight deadlines and work to support ASIS priorities.

The Applications Tester EL1 level plays a crucial role in leading the quality assurance and testing of software applications. This role involves ensuring that software applications meet high-quality standards, are free of defects, and function effectively, which is essential for the successful delivery of essential services and programs. The Applications Tester El1 works closely with development teams, SCRUM teams, Product Owners and stakeholders to shape work planning, identify and rectify issues and improve the overall user experience.

Duties

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

· Test Planning: Develop and execute comprehensive test plans and strategies for software applications, considering the specific requirements and objectives of each project.

· Test Case Design: Create detailed test cases, scripts, and scenarios to thoroughly assess the functionality, performance, and security of applications.

· Test Execution: Perform systematic and rigorous testing of software applications, including functional, integration, regression, and performance testing.

· Defect Identification and Reporting: Lead identifying, documenting, and prioritising defects and issues discovered during testing, providing clear and actionable information to developers for resolution.

· Test Automation: Lead development and maintain test automation scripts to streamline testing processes and increase test coverage.

· User Acceptance Testing (UAT): Collaborate with end-users and stakeholders to conduct UAT, ensuring that the application meets the needs and expectations of its intended users.

· Continuous Improvement: Lead the improvement of testing processes, methodologies, and tools to enhance the efficiency and effectiveness of software testing activities.

· Documentation: Supervise and maintain comprehensive and accurate records of test plans, test cases, test results, and other testing-related documentation.

· Communication: Effectively communicate test progress, test results, and testing issues to project managers, developers, and other stakeholders.

· Collaboration: Work closely with cross-functional teams, including developers, business analysts, and project managers, to ensure alignment and understanding of testing goals and objectives.

· Compliance: Ensure that software testing activities comply with relevant standards, regulations, and security requirements.

· Collaborate with cross-functional teams to integrate Agile methodologies, such as Scrum, into testing processes.

Core Skills

The following is an overview of skills required to succeed in the role:

- Strong analytical and problem-solving skills.
- Attention to detail and a commitment to delivering high-quality results.
- Excellent communication and interpersonal skills.
- Proven ability to work collaboratively in a team environment.
- Familiarity with various testing methodologies, tools, and frameworks.
- Proficiency in using Agile management tools to manage tasks and track progress.
- Extensive knowledge of test automation tools and scripting languages.

Education, qualification and experience requirements

The following education, qualifications and/or experience will be highly regarded:

· A degree in computer science, information technology, or a related field is preferred.

· Proven experience in software testing and quality assurance would be beneficial.

· Relevant certifications in software testing are advantageous.

Eligibility

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain a security clearance.

Notes

REASONABLE ADJUSTMENTS

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About the Australian Secret Intelligence Service

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To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0762875

Australian Secret Intelligence Service

Closing Date:Monday 29 September 2025

Job Title	Applications Tester
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$97,148 - $133,968
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

The role requires a dynamic team player who enjoys working with stakeholders, team members and individually on projects. You will be able to meet tight deadlines and work to support ASIS priorities.

The Applications Tester plays a crucial role in the quality assurance and testing of software applications. This role involves ensuring that software applications meet high-quality standards, are free of defects, and function effectively, which is essential for the successful delivery of essential services and programs. The Applications Tester works closely with development teams, SCRUM teams, Product Owners and stakeholders to identify and rectify issues and improve the overall user experience.

Duties

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

· Test Planning: Ensure proper time management of testing tasks based on the priority of projects and tasking.

· Test Case Design: Create detailed test cases, scripts, and scenarios to thoroughly assess the functionality, performance, and security of applications.

· Test Execution: Perform systematic and rigorous testing of software applications, including functional, integration, regression, and performance testing.

· Defect Identification and Reporting: Identify, document, and prioritize defects and issues discovered during testing, providing clear and actionable information to developers for resolution.

· Test Automation: Develop and maintain test automation scripts to streamline testing processes and increase test coverage.

· User Acceptance Testing (UAT): Collaborate with end-users and stakeholders to conduct UAT, ensuring that the application meets the needs and expectations of its intended users.

· Continuous Improvement: Contribute to the improvement of testing processes, methodologies, and tools to enhance the efficiency and effectiveness of software testing activities.

· Documentation: Maintain comprehensive and accurate records of test plans, test cases, test results, and other testing-related documentation.

· Communication: Effectively communicate test progress, test results, and testing issues to project managers, developers, and other stakeholders.

· Collaboration: Work closely with cross-functional teams, including developers, business analysts, and project managers, to ensure alignment and understanding of testing goals and objectives.

· Compliance: Ensure that software testing activities comply with relevant standards, regulations, and security requirements.

· Collaborate with cross-functional teams to integrate Agile methodologies, such as Scrum, into testing processes.

Core Skills

The following is an overview of skills required to succeed in the role:

- Strong analytical and problem-solving skills.
- Attention to detail and a commitment to delivering high-quality results.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively in a team environment.
- Familiarity with various testing methodologies, tools, and frameworks.
- Proficiency in using Agile management tools to manage tasks and track progress.
- Knowledge of test automation tools and scripting languages (desirable).

Education, qualification and experience requirements

The following education, qualifications and/or experience will be highly regarded:

· A degree in computer science, information technology, or a related field is preferred.

- Proven experience in software testing and quality assurance would be beneficial.
- Relevant certifications in software testing are advantageous.

Eligibility

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain a security clearance.

Notes

REASONABLE ADJUSTMENTS

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To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

Foreign Affairs and Trade

Vacancy VN-0762876

Australian Secret Intelligence Service

Closing Date:Monday 29 September 2025

Job Title	ICT Infrastructure Systems Specialist
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$105,013 - $133,968
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5;APS Level 6
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

ASIS are seeking multiple Technical Specialists with the requisite skills and experience who are excited about applying their skills in an operational technology area that is a fast-paced and complex global environment. These roles will see you providing essential services to ASIS as you work within highly experienced teams.

These roles require dynamic people who enjoy working with a diverse range of stakeholders, delivery teams and types of ICT projects. ASIS is looking for technologists who will be able to deliver and sustain outcomes in demanding and stressful environments to support ASIS priorities. Successful candidates will have the relevant technology skills, excellent coordination and administration skills, strong verbal and written communication skills with stakeholder/customer engagement and influencing.

You will be provided with training, support and mentorship required to develop and grow your skills to further your career.

Duties

Key Responsibilities and Tasks

ASIS employs people in a wide range of operational technology roles, including:

- Providing operational support and improvements to ICT Infrastructure, which may include:
  - Research, analysis, planning, monitoring and maintenance of ICT systems
  - Potential to undertake installation work, both in Australia and Overseas
  - Sustainment and support activities (Troubleshooting issues and outages)
- Contribute to design, planning and implementation of technical infrastructure
- Provide relevant expertise to team members and advice to management and other staff in the development of new capabilities

Core Skills / Education, qualification and experience requirements

Demonstrated skills, exposure or experience associated with **one or more** of the following:

- Knowledge of networking, telecommunications infrastructure and associated security standards and considerations

· Experience supporting and designing network systems using hardware such as Cisco/Juniper routers, switches and firewalls

· Exposure / skills / experience in supporting internet and cloud-based technologies, principles and environments

· Experience deploying IaaS, PaaS and SaaS platforms (Google, Amazon, Microsoft)

· Server management experience of physical data centre infrastructure

· Server virtualisation technologies such as VMWare, HyperV or OpenStack

· Environment patching, firmware upgrades, monitoring systems for capacity consumption and planning, and environment trending

· Support of Windows Server and desktop platforms including AD administration

· Support of other Operating systems (including Linux) and management of other open-source virtualisation platform (Ovirt)

· Automation of server or application deployments using technologies such as SCCM, Ansible, or Puppet

· Automation and scripting using tools such as; Java Scripting, HTML, PowerShell, Unix, Bash, CSS, AJAX or similar

· Linux administration

· Configuration and management of SIEM tools such as Splunk for threat management and detection and

· Developing web, desktop and mobile applications.

Eligibility

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain a security clearance.

Notes

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

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To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0762878

Australian Secret Intelligence Service

Closing Date:Monday 29 September 2025

Job Title	Operational ICT Infrastructure Technical Specialist
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$145,137 - $169,572
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

We are seeking experienced Technical Specialists with the requisite skills and experience who are excited about applying their skills in an operational technology area that is a fast-paced and complex global environment. These roles will see you providing essential services to ASIS as you work within highly experienced teams.

You will be provided with training, support and mentorship required to develop and grow your skills to further your career. This role will include the opportunity for domestic and overseas travel.

Duties

Key Responsibilities and Tasks

Outlined below are the key areas of responsibility for EL1 Technical Specialist:

· Providing operational support and improvements to bespoke ICT Infrastructure, which may include:

o Conduct research, analysis, planning, design and development, monitoring and maintenance of ICT systems

o Undertake installation work, both in Australia and Overseas

· Lead development activities within a team environment

· Review, design, update and build documentation

· Support and manage organisation priorities and effort

· Support Senior Infrastructure Engineers with complex technical design planning, development and implementation

· Use monitoring and management tools to support performance, availability and capacity planning

· Provide subject matter expertise to team members and advice to senior management and other staff in the development of new capabilities

Core Skills / Education, qualification and experience requirements

We are looking for knowledgeable IT professionals with a background/experience in a range of ICT disciplines with **one or more** of the following:

· Installation and configuration of complex infrastructure solutions and application of security controls;

· System monitoring, performance optimisation and process improvements;

· Server virtualisation technologies such as VMWare, HyperV or OpenStack;

· Support of Operating systems (including Window and Linux) and management of other open source virtualisation platforms (Ovirt);

· Automation of server or application deployments using technologies such as SCCM, Ansible, or Puppet;

· Experience in Automation and scripting using tools such as; Java Scripting, HTML, PowerShell, Unix, Bash, CSS, AJAX or similar;

· IaaS, PaaS and SaaS cloud technologies (Google, Amazon, Microsoft or other);

· Configuration and management of SIEM tools such as Splunk for threat management and detection; and

· Developing web, desktop and mobile applications.

Eligibility

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain a security clearance.

Notes

REASONABLE ADJUSTMENTS

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About the Australian Secret Intelligence Service

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To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0762879

Australian Secret Intelligence Service

Closing Date:Monday 29 September 2025

Job Title	Operational Technology Capability Specialists
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$116,245 - $133,968
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

An Operational Technology Capability Specialist is responsible for leading and being part of a team for the management, maintenance and sustainment of ASIS's operational technology systems. These include but not limited to Communication systems, Technical Surveillance, and Signal Exploitation capabilities and tactical support for operational taskings.

Duties

Key Responsibilities and Tasks

These roles support ASIS's operational technology teams to deliver outcomes across the globe. To achieve this the Operational Technology Capability Specialists will:

- Be a leading capability expert who can provide effective advice and problem solving in relation to operational technology systems operated by ASIS
- Provide key advice to operational & capability managers and teams on the effective use of and risks associated with the deployment of operational technology
- Lead and be part of a team of technical experts to identify, procure, maintain and sustain operational technology in support of ASIS operational technology operations
- Be a part of enduring arrangements under the guidance of broader ASIS governance and financial controls with vendors to support operational technology capabilities
- Working with ASIS financial management teams manage budgets to ensure effective support arrangements and procurement of new capability

- Having input to capability management roadmaps in consultation with leadership, broader ASIS customers and Regional Technical Officers
- Working across ASIS operational teams, engineering teams and industry partners to manage the full capability lifecycle for operational technology
- Working with international partners, being part of the capability team will collaborate on technology development and advancement
- Be a complimentary team player who can assist the wider capability cohort in factors regarding operational taskings, development, sustainment and governance
- Facilitating access to vendors to support OTO and liaison-based training activities for specific technologies

Core Skills

The following is an overview of skills required to succeed in the role:

Have or able to attain in a relatively short window, expertise in:

- Advanced communications technologies;
- Radio Frequency technologies;
- Offensive and defensive cyber technologies; or,
- Offensive and defensive Technical Surveillance

Eligibility

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain a security clearance.

Notes

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

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/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0762891

Australian Secret Intelligence Service

Closing Date:Monday 29 September 2025

Job Title	Firmware Engineer
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$145,137 - $169,572
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

ROLE: Firmware Engineer (EL1)

ASIS is looking for firmware engineers with varying levels of experience who are driven and motivated by our unique problem set. These roles require dynamic team players who enjoy working with a diverse range of stakeholders and delivery teams as well as individually on a range of operational technology projects. ASIS technologists will be able to deliver outcomes and meet tight deadlines in demanding environments. Successful candidates will have the relevant technology skills, are strong verbal and written communicators and are comfortable with stakeholder engagement. Relevant tertiary qualifications and demonstrable experience will be highly regarded.

ASIS develops cutting edge embedded systems for use in diverse environments to the highest levels of reliability and security. As a core part of a team developing full stack solutions to a variety of problems, firmware engineers contribute their knowledge of designing and implementing software to be executed on microcontrollers. Firmware provides managed access to low-level hardware peripherals, fine grained power control and interfaces to higher level components. Familiarity with industry best practice tools, techniques and technologies for current and emerging embedded systems and an understanding of engineering analysis to determine the optimal solution are critical to the role of a firmware engineer. Opportunities for engagement with partners across Australia and the world, and ongoing professional development will enable currency and continuous evolution in the role.

Duties

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

· Contribute to systems level design by analysing the impacts of firmware on system design.

· Analyse and develop build environments for controlled firmware builds.

· Prototype and demonstrate firmware designs on reference design hardware.

· Apply best practice configuration management and continuous integration processes.

· Engage with hardware design practitioners to develop hardware/firmware systems.

· Engage with higher level software practitioners to develop firmware/higher level software systems.

· Evaluate new tools and methodologies for improved firmware development.

· Understand current and emerging Instruction Set Architectures.

· Contribute to a development team.

· Contribute to engineering analysis from a firmware perspective.

· Design, implement and test firmware systems leading a development team.

· An EL1 candidate would be expected to be a specialist in their field and lead a group of firmware engineers.

Core Skills

The following is an overview of skills required to succeed in the role (not all are needed):

- Experience with the ARM instruction set architecture including Thumb extensions.
- Experience with the C programming language including pointer usage.
- Familiarity with software development tools and their roles (editor, compiler, linker, debugger).
- Experience with bare-metal bring-up of embedded systems including memory management.
- Experience with RTOS or Real Time Executives and Inter Process Communication.
- Experience developing with register level hardware peripherals.
- Understanding of low power design techniques including power gating.
- Familiarity with the typical busses and interfaces used in embedded systems, including FPGA based interconnects.
- Experience with the use of debuggers to understand program flow and architecture.
- Experience with hardware test equipment test equipment to verify firmware operation.

Education, qualification and experience requirements

The following education, qualifications and/or experience will be highly regarded (not all are needed):

· Bachelors degree in computer science/computer engineering/electronic engineering, or equivalent practical experience.

· Linux based GCC development toolchains for ARM targets

· Linux kernel development and cross compilation

· Understanding of advanced debugging techniques such as instruction level trace

· Integration with FPGA based peripherals

· Reverse engineering of ARM and MIPS based low level executable code

· An interest in continuing development, opportunities for Rust/RISC-V/MIPS

Eligibility

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain a security clearance.

Notes

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

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To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Foreign Affairs and Trade

Vacancy VN-0762892

Australian Secret Intelligence Service

Closing Date:Monday 29 September 2025

Job Title	Firmware Engineer
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	-
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5;APS Level 6
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

ROLE: Firmware Engineer (Level 5-6)

ASIS is looking for firmware engineers with varying levels of experience who are driven and motivated by our unique problemset. These roles require dynamic team players who enjoy working with a diverse range of stakeholders and delivery teams as well as individually on a range of operational technology projects. ASIS technologists will be able to deliver outcomes and meet tight deadlines in demanding environments. Successful candidates will have the relevant technology skills, are strong verbal and written communicators and are comfortable with stakeholder engagement. Relevant tertiary qualifications and demonstrable experience will be highly regarded.

ASIS develops cutting edge embedded systems for use in diverse environments to the highest levels of reliability and security. As a core part of a team developing full stack solutions to a variety of problems, firmware engineers contribute their knowledge of designing and implementing software to be executed on microcontrollers. Firmware provides managed access to low-level hardware peripherals, fine grained power control and interfaces to higher level components. Familiarity with industry best practise tools, techniques and technologies for current and emerging embedded systems and an understanding of engineering analysis to determine the optimal solution are critical to the role of a firmware engineer. Opportunities for engagement with partners across Australia and the world, and ongoing professional development will enable currency and continuous evolution in the role.

We have positions open at APS Level 5 and Level 6 A candidate at Level 5 would be expected to have one to two years real-world experience and will be working under supervision. A Level 6 candidate would be expected to have more experience and operate with limited or no supervision within a core group of developers.

Duties

Key Responsibilities and Tasks

The following is an overview of key responsibilities and tasks:

· Contribute to systems level design by analysing the impacts of firmware on system design.

· Analyse and develop build environments for controlled firmware builds.

· Prototype and demonstrate firmware designs on reference design hardware.

· Apply best practice configuration management and continuous integration processes.

· Engage with hardware design practitioners to develop hardware/firmware systems.

· Engage with higher level software practitioners to develop firmware/higher level software systems.

· Evaluate new tools and methodologies for improved firmware development.

· Understand current and emerging Instruction Set Architectures.

· Contribute to a development team.

· Contribute to engineering analysis from a firmware perspective.

· APS 5 - Design, implement and test firmware systems as part of a development team, under supervision.

· APS 6 - Design, implement and test firmware systems as part of a development team, under limited or no supervision.

Core Skills

The following is an overview of skills required to succeed in the role (not all are needed):

- Experience with the ARM instruction set architecture including Thumb extensions.
- Experience with the C programming language including pointer usage.
- Familiarity with software development tools and their roles (editor, compiler, linker, debugger).
- Experience with bare-metal bring-up of embedded systems including memory management.
- Experience with RTOS or Real Time Executives and Inter Process Communication.
- Experience developing with register level hardware peripherals.
- Understanding of low power design techniques including power gating.
- Familiarity with the typical busses and interfaces used in embedded systems, including FPGA based interconnects.

- Experience with the use of debuggers to understand program flow and architecture.
- Experience with hardware test equipment to verify firmware operation.

Eligibility

ELIGIBILITY

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain a security clearance.

Notes

REASONABLE ADJUSTMENTS

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To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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Health

Vacancy VN-0762764

Aged Care Quality and Safety Commission

Closing Date:Sunday 28 September 2025

Regulatory Operations Division
Compliance Case Management

Job Title	Assistant Director, Compliance Case Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Hobart TAS
Salary	$118,588 - $135,251
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	Executive Level 1
Position Number	20041875; 20035383
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2I

About the Team:

The Compliance Case Management section is part of the Commission's Regulatory Operations Division and responds to non-compliance of providers with their obligations and conditions on registration under the Aged Care Act 1997/Aged Care Act 2024.

The section takes regulatory action proportionate to risk and uses statutory powers based on the capability and willingness of providers to take action to manage risk of harm to aged care consumers. Where providers are unable to demonstrate ability or willingness to mitigate the identified risks in a sustained way, the section will closely case manage the provider, often working with other internal and external stakeholders. The section encourages and promotes compliance through education, information and engagement with providers as part of monitoring activities.

About the Role:

Working with the Director of Compliance Case Management, the position will manage a geographically dispersed team of compliance officers who engage with providers that pose risk to aged care consumers or are non-compliant with their legislated aged care responsibilities. The position provides direct support and leadership across the team.

Duties

- Lead and manage a geographically dispersed team by identifying gaps and implementing solutions to uplift individual and team capabilities, providing performance feedback, resolving conflicts, and promoting both personal and professional growth.
- Apply in-depth specialist knowledge to make independent, informed decisions and provide technical advice, ensuring compliance with legislative, financial and regulatory frameworks including the Aged Care Act 1997, Aged Care Act 2024, Aged Care Quality and Safety Commission Act 2018, and Regulatory Powers (Standard Provisions) Act 2014 while leading or supporting staff to lead highly complex and/or sensitive regulatory engagements with providers.
- Focus on quality assurance to ensure consistent and defensible decision-making that aligns with the Commission’s Compliance and Enforcement policy, Regulatory strategy and Decision- Making framework.
- Support and develop the team in drafting regulatory notices and case management that is consistent with set Key Performance Indicators.
- Provide leadership and build the capacity of staff to undertake their roles efficiently and professionally by leading complex engagements, reviewing documents and providing technical expertise.
- Engage independently and collaborate with stakeholders, provide subject matter inputs to promote regulatory compliance and achieve improved consumer outcomes.
- Provide oversight and strategic leadership for providers under supervision, support the Commission’s business and vision, contribute to the compliance group strategic direction, and positively influence outcomes.
- Represent the section and contribute to complex and sensitive discussions and the broader compliance group at internal and external working groups, provider meetings and forums as required.
- Under broad direction, develop extensive project, program, and engagement plans to define focus areas, regulatory approaches, and compliance work programs.
- Contribute independently to budgets, team plans, operational reports, briefings and group policy.
- Support the section and the Director appropriately, including leading staff through change and escalating significant risks and/or critical team needs.

Eligibility

To be successful in this role you will need to demonstrate the following:

- Demonstrated strong track record of successfully leading, coaching and developing high performing geographically dispersed teams, and building capability in complex environments.

- In-depth understanding, or the ability to quickly acquire knowledge, of aged care legislation, policy, and regulatory frameworks such as Aged Care Act 1997/Aged Care Act 2024, Aged Care Quality and Safety Commission Act 2018, and Regulatory Powers (Standard Provisions) Act 2014.
- Highly developed communication skills with demonstrated experience in preparing high quality reports, documents, and briefs.
- Demonstrated experience and knowledge in undertaking compliance activities and case management in a risk based regulatory environment.
- Demonstrated ability to make defensible decisions that are supported by evidence and deliver strategic outcomes under broad direction.
- Strong record of leading continuous improvement and guide teams through changepositively.
- A record of effective stakeholder management with demonstrated interpersonal skills and ability to collaborate, negotiate, and communicate with influence internally and externally.
- Demonstrated experience leading quality assurance frameworks and continuous improvement initiatives while evaluating regulatory outcomes in complex environments.

Desirable Qualification/s:

- Qualifications in Leadership, Government, Risk, Regulatory, Program or Project Management or equivalent.

Notes

- Salary offered will be between $118,588 - $135,251 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 800 words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **Sunday, 28 September 2025, 11:30pm (AEST).**

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 Jennifer Morser by emailing jennifer.morser@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion:

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

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. For more information, visit https://www.apsc.gov.au/recruitability.

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please email recruitment@agedcarequality.gov.au if you need any adjustments made.

Further information:

For further information about the Quality Commission, office locations and other related resources, please visit https://www.agedcarequality.gov.au

For more information on the Australian Public Service, please visit APSC Cracking the code Factsheet and http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Jennifer Morser, Jennifer.Morser@agedcarequality.gov.au
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/cp/index.cfm?event=jobs.home

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Health

Vacancy VN-0762871

Aged Care Quality and Safety Commission

Closing Date:Sunday 28 September 2025

Complaints Commissioner
Assessment and Early Remediation Assessment

Job Title	Assessment Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Hobart TAS, Darwin NT, Perth WA
Salary	$80,425 - $84,980
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible office arrangements are approved on a case by case basis.
Classification	APS Level 4
Position Number	745_08/25
Agency Website	

Job Description

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

About the Serious Incident Response Scheme

The Serious Incident Response Scheme (SIRS) is an initiative to help prevent and reduce the risk and occurrence of incidents of abuse and neglect of older Australians receiving Commonwealth-subsidised aged care and services.

The SIRS sets out arrangements for providers of aged care to manage and take reasonable action to prevent incidents with a focus on the safety, health, wellbeing and quality of life of consumers.

The SIRS has 2 key components:

- Incident management responsibilities
- Reportable incident obligations

The 8 types of reportable incidents that must be reported to the Commission include:

- Unreasonable use of force
- Unlawful sexual contact or inappropriate sexual contact
- Psychological or emotional abuse
- Stealing or financial coercion by a staff member
- Neglect
- Inappropriate use of restrictive practices
- Unexplained absence for care/missing consumers
- Unexpected death.

The aim of SIRS is to:

- Build the capability of providers or reduce the occurrence of serious incidents and improvement quality and safety
- Require providers to review incident information to drive improvements in quality and safety.
- Enable the Commission to better detect, triage and respond to risk across all its functions by utilising SIRS notifications alongside the range of intelligence held by the Commission. SIRS Team delivers on this aim by:
- Assessing the actual or potential risk to health and safety, health, wellbeing, and quality of life of a consumer and provider capacity and capability to address the risk
- Acting in a timely manner, proportionate, and coordinated manner if a provider is not demonstrating capability
- Educating providers using the intelligence gathered from notifications
- Ensuring business notifications are recorded accurately into the business systems to produce meaningful intelligence.

For more information on the SIRA program go to:
https://www.agedcarequality.gov.au/providers/serious-incident-response-scheme

About the Role

Reporting to and with the support of the Team Leader, Serious Incident Response Scheme, you will be responsible for undertaking the initial assessment of reportable incidents:

- Strengthen aged care systems to reduce the risk of abuse and neglect
- Build providers’ skills so they can better respond to serious incidents
- Enable providers to review incident information to drive improvements in quality and safety
- Reduce the likelihood of preventable incidents reoccurring
- Ensure people receiving aged care have the support they need.

An Assessment Officer is required to undertake assessments in accordance with the Commission’s risk framework, operating procedures, and other job aids. Assessment Officers are directly supported in their role by Senior Officers and Team Leaders who are responsible for more complex assessments.

Duties

- Assessing sensitive and at times confronting information within prescribed timeframes and guidelines
- Searching and analysing the Commission’s business systems
- Documenting in an accurate and timely manner your assessments and recommendations
- Communicating with aged care providers both verbally and in writing, if further information is required to inform the assessment
- Commitment to agreed productivity goals
- Applying feedback to ensure quality and consistency in the assessment process
- Attend, and participate in, team meetings or training when required.

Eligibility

To be successful in this role you will need to demonstrate the following:

- Capacity to work rostered 7.5-hour shifts between 7am-7pm.
- Willingness to work principally in the office during your training and consolidation period.
- Ability to manage competing work priorities and progress assigned work both individually and as part of a team.
- Good judgement and strong interpersonal skills.
- Ability to learn and build proficiency across different IT systems.
- Ability to remain positive and respond to pressure in a calm manner.
- Willingness to take personal responsibility for accurate completion of work.
- Willingness to seek and act on feedback.
- Respond positively to change and shifting priorities.
- Willingness to support a positive workplace culture and active involvement in team and broader SIRA initiatives and working group.

Notes

- Salary offered will be between **$80,425 - $84,980** 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 opportunities will be offered for varying periods with one 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 **11:59pm on Sunday, 28 September 2025 (AEST)** .

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 Giovanna Stonehouse by emailing giovanna.stonehouse@agedcarequality.gov.au with the position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan.

The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

Further information:

For further information about the Quality Commission, office locations and other related resources, please visit https://www.agedcarequality.gov.au

For more information on the Australian Public Service, please visit http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factshe and http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Giovanna Stonehouse, 02 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0762910

Aged Care Quality and Safety Commission

Closing Date:Tuesday 30 September 2025

Sector Capability and Regulatory Strategy
Regulatory Strategy and Policy

Job Title	APS6 Senior Project/Policy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA, Brisbane QLD, Darwin NT
Salary	$96,503 - $108,869
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	Work from Home or On Site
Classification	APS Level 6
Position Number	TBD
Agency Website	

Job Description *https://www.agedcarequality.gov.au/careers-commission*

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As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities.

It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

As a Section of the Regulatory Strategy and Policy Group, the Regulatory Strategy Section (the Section) supports the Commission to deliver its functions and achieve its goal of being a best practice regulator by leading and influencing the development of regulatory and aged care program reform, including legislative change and policy development.

Improving the quality and safety of care and service delivery and upholding the rights of older people receiving care is at the centre of our regulatory practice. Our approach to understanding effective regulation is evidence and risk-based, strategic, coordinated and in line with best practice.

To achieve good outcomes, we leverage strong external relationships with key partners, in particular the Department of Health, Disability and Ageing, the Department of Social Services, the National Disability Insurance Agency, and the NDIS Quality and Safeguards Commission. Workflow in the Section is dynamic and requires a flexible approach to adapt to rapidly changing priorities.

Support delivery of the Commission’s work by negotiating, consulting on and developing strategic policy, and building effective partnerships with other regulators and across the aged care sector. The role involves translating legislation, government reforms and evaluation outcomes into policy and supports decision making that is evidence-based, responsive and aligned with the needs of regulatory staff and stakeholders.

Duties

- Support Assistant Directors in a multifaceted workload which may include developing policy, legislative and regulatory reform, collaborative projects, developing and managing resource bids for new policy proposals, and interpreting, managing and developing cost and resource models.
- Directly contributing to the research and drafting of high-level communications, including briefing material on complex legal, policy and procedural topics for a range of audiences.

- Undertake analysis (as required) to support the evidence base for Commission's programs.
- Engaging effectively with internal and external stakeholders to support the Commission's business and vision.
- Contribute to the Section's strategic direction and continuous improvement activities.
- Work effectively and flexibly as a team member to accomplish organisational goals in a virtual environment in a team that works in office locations across Australia.
- Represent the Commission with credibility and professionalism.

Key capabilities (Selection Criteria)

To be successful in this role you will need to demonstrate the following:

- Highly developed verbal and written communication skills and a demonstrated ability to communicate information coherently, concisely and influentially to a diverse audience.
- Effective organisational and time management skills to plan and deliver identified priorities, including the ability to work effectively without direct supervision while maintaining high standards and accuracy.
- The ability to work collaboratively with internal and external stakeholders to build and maintain positive working relationships.
- High-level proficiency in systems such as Microsoft e.g. Excel, Word, PowerPoint, SharePoint, Teams or similar.
- Sound research, problem solving, and analytical skills with the ability to understand legislation and whole of Government policy, including practical implications for the Commission.
- Strategic experience gained from a similar multi-disciplinary organisation.

Eligibility

Desirable Qualifications/Experience

- Understanding of the Australian aged care system.

To be eligible for this position you must:

- be an Australian citizen. For more information, please visit www.apsc.gov.au/citizenship-aps
- satisfy a National Coordinated Criminal History Check

Notes

Non-ongoing opportunities will be offered for a specified term. Opportunities will be offered for varying periods up to 12 months with the possibility of extension to a maximum of 24 months.

Merit Pool may be established through this selection process which may be used to fill this or future similar vacancies. Only candidates who hold Australian citizenship can apply.

Successful candidates must be willing to undertake a pre-employment screening.

How to apply:

Submit an online application through our Careers at the Commission webpage by **Tuesday 30 September 2025, 11.30pm (AEST)**

As part of your application, you will need to provide

- Your resume (normally three pages maximum)
- In your application provide a 600-word maximum pitch outlining why you are the right person for the role, what you can offer, and how your skills knowledge, experience and qualifications are relevant to the role (Key capabilities).

About the Aged Care Quality and Safety Commission

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To Apply

Position Contact	Alicia Simmons, (02) 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0762921

Aged Care Quality and Safety Commission

Closing Date:Monday 29 September 2025

Corporate
Digital Engagement & Transformation

Job Title	Digital Learning Design Lead
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Adelaide SA, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA
Salary	$96,503 - $108,869
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	TBA
Classification	APS Level 6
Position Number	762_09/25
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=27749A87-4933-AE7B-339E-E43406A3E3BC

About the Team

The Digital Engagement and Transformation (DET) team supports the Digital Group by fostering a culture of innovation, efficiency, and excellence within the Commission's Digital & ICT operations by identifying, assessing, and implementing opportunities for ongoing improvement that support the Commission's ability to deliver against its business objectives.

The Digital Learning Team, within the DET team, is responsible for developing and delivering learning solutions to educate Commission staff on technical tools, systems, software, or processes. We create learning materials including online learning manuals, guides, videos, and

presentations, and conduct training sessions, workshops and webinars. Our goal is to ensure that staff have the necessary skills and knowledge to effectively utilise technical resources and tools in their roles. Additionally, we provide ongoing support and resources to reinforce learning.

About the Role

The Digital Learning Design Lead is responsible for leading the creative direction and design of inclusive, high-quality digital learning experiences across the Commission. The role blends advanced graphic design expertise with a strong understanding of adult learning and instructional design.

Applying Learning Experience Design (LxD) principles, the Digital Learning Design Lead creates learner-centred solutions aligned with business objectives, accessibility standards, and organisational branding. By combining strategic learning analysis with hands-on creative execution, the role ensures that outcomes are instructionally sound, visually compelling, and highly effective.

As a senior creative advisor, the Digital Learning Design Lead supports team capability uplift, collaborative design practice, and quality assurance, working closely with stakeholders, subject matter experts, and Digital Learning Team members. The role operates with a high degree of autonomy, setting creative direction and providing design leadership across all digital learning initiatives, ensuring alignment with broader enterprise-wide design standards and stakeholder expectations.

Duties

- Lead the creative direction and end-to-end delivery of digital learning solutions that are visually compelling, instructionally sound, and aligned with organisational goals
- Design assessment structures, learning pathways and interactive activities that drive engagement, knowledge transfer and measurable learner outcomes.
- Shape the overall learning experience by developing instructional design artefacts (e.g. briefs, scripts, storyboards, mock-ups) that integrate visual thinking and learning design principles.
- Produce impactful graphic and multimedia assets, including infographics, diagrams, iconography, layouts, presentations, video, and animation.
- Maintain consistency and brand integrity by applying organisational style guides and design standards across all learning assets.
- Collaborate with subject matter experts and stakeholders to co-design structured, outcomes-based learning experiences that present complex content in accessible and engaging formats.
- Provide creative and instructional direction to developers, designers and content contributors to ensure cohesive and high-quality outputs.
- Support both digital and in-person learning programs through blended learning strategies and multimedia formats tailored to learner needs.

- Lead multiple design projects with autonomy, ensuring quality assurance, alignment with timelines, and delivery of agreed outcomes.
- Contribute to team capability uplift by mentoring colleagues, sharing design expertise, and modelling professionalism, integrity and APS values.

Eligibility

To be successful in this role you will need to demonstrate the following:

- Expertise in leading the visual design of accessible, inclusive digital learning experiences aligned with organisational objectives.
- Advanced proficiency in industry-standard design tools (e.g. Adobe Creative Suite – Illustrator, InDesign, Photoshop, Premiere).
- Strong ability to translate complex ideas into clear, engaging visual and instructional outputs that support learner success.
- High capability in visual communication, layout design and information visualisation across both digital and print formats.
- Sound knowledge of accessibility standards (WCAG 2.1), inclusive design, and user experience principles in a learning context.
- Experience in using digital learning and collaboration platforms (e.g. SharePoint, Microsoft 365, Articulate).
- Strong collaboration and stakeholder engagement skills, including the ability to influence design decisions and lead discussions with confidence.
- Effective communication skills across visual, written and verbal formats, with the ability to distil complex information into engaging outcomes.
- Proven ability to manage multiple design projects and deadlines with a high degree of attention to detail and commitment to quality.
- Capacity to support strategic planning and continuous improvement through creative problem-solving and visual thinking.
- Commitment to promoting professionalism, integrity, and a positive team culture consistent with APS Values and Code of Conduct.

Notes

- Salary offered will be between $96,503 - $108,869 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) Monday 29 September 2025.**

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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To Apply

Position Contact	Sarah Blake, 03 9100 7045
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=27749A87-4933-AE7B-33

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Health

Vacancy VN-0762934

Aged Care Quality and Safety Commission

Closing Date:Friday 03 October 2025

Corporate
People Support

Job Title	People Support Coordinator - People Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Adelaide SA, Canberra ACT, Melbourne VIC, Perth WA, Hobart TAS, Brisbane QLD
Salary	$86,204 - $93,226
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible office arrangements are approved on a case by case basis.
Classification	APS Level 5
Position Number	755_09/25
Agency Website	

Job Description

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

People Support

The People Support Team partners effectively with all staff to resolve a range of sensitive and complex staffing matters. These matters include performance management, inappropriate behaviours, grievances, workers' compensation and injury management.

About the Role

As part of the People Support team, the purpose of the Support Coordinator position is to support the team in meeting its legislative obligations in record management, administrative coordination, triage of queries received with sound judgement, discretion and sensitivity, and the management of general advice case matters. The Support Coordinator will also undertake other tasks that contribute to business improvement practices as reasonably required. The successful candidate will work in a small team and must be self-directed and able to work flexibly across a broad range of subject matter.

Duties

- Undertake procedural and administrative support to assist in the efficient and effective delivery of case management services including the triaging of case related matters, and management of email correspondence through a centralised mailbox and service desk.
- Provide accurate, appropriate and timely advice on a range of sensitive HR matters.

- Manage less complex cases including arranging workstation assessments, sourcing and purchasing ergonomic equipment, implementation of assessment recommendations, liaising with rehabilitation providers and monitoring costs.
- Support the team in ensuring records management obligations are met with the accurate creation and maintenance of files with discretion and sound judgement.
- Maintain a high standard of confidentially and privacy, and escalating queries appropriately.
- Contribute to administrative tasks such as reporting, case updates, briefs for the Executive and broader team projects.
- Assist in the implementation of case management programs and initiatives including events and awareness raising.
- Assist with tasks associated with the successful establishment and promotion of the case management team.
- Maintain consistent and effective records and produce accurate data and reports via proficient use of Microsoft Office Suite.
- Manage procurement processes for case management related service providers and equipment suppliers.
- Provide secretariat support for various meetings as required.
- Assist in reviewing and developing policies, procedures, checklists, guidance material and intranet content.

Eligibility

To be successful in this role you will need to demonstrate the following:

- Experience working in a HR Advisor/WHS Officer role
- Demonstrated ability to work independently and effectively in a fast-paced environment
- A sound understanding of relevant legislation in the Australian Public Service environment
- High level organisational skills, attention to detail and ability to effectively prioritise requests while maintaining high standards and accuracy
- Conveying information clearly, both in written and oral form, and using appropriate language for the audience
- Strong interpersonal and influencing skills
- Sound analytical and problem-solving skills
- Self-motivated, cooperative team-player with integrity, drive and resilience
- High level skills using Microsoft Office applications including Excel, ability to use HR and procurement systems, produce accurate reports and manage confidential and sensitive information

Notes

- Salary offered will be between **$86,204 - $93,226** 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, and obtain the required security clearance **(Baseline).** 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 Friday 3 October 2025 AEST** .

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 Charlotte Gjedsted by emailing charlotte.gjedsted@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 agency.

About the Aged Care Quality and Safety Commission

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To Apply

Position Contact	Charlotte Gjedsted, 0737399374
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0763011

Aged Care Quality and Safety Commission

Closing Date:Friday 03 October 2025

Corporate
People Support

Job Title	Assistant Director - People Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Hobart TAS, Brisbane QLD
Salary	$118,588 - $135,251
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible office arrangements are approved on a case by case basis.
Classification	Executive Level 1
Position Number	754_09/25
Agency Website	

Job Description

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

About the Team

The People Support Team partners effectively with all staff to resolve a range of sensitive and complex staffing matters. These matters include performance management, inappropriate behaviours, grievances, workers' compensation and injury management.

About the Role

The Assistant Director, People Support provides leadership, oversight, and expert guidance in the management of sensitive staffing matters across the Commission. The role is responsible for leading and developing a team of Case Managers to deliver high-quality, fair, and consistent case management services that align with APS values, relevant legislation, and Commission policy.

The Assistant Director will take a central role in leading the Commission's Early Intervention Framework, with a focus on managing claims for workers' compensation.

Duties

- Lead and oversee the delivery of sensitive staffing matters ensuring alignment with legislation, APS policy frameworks, Commission procedures, and best practice.

- Provide strategic oversight and quality assurance of end-to-end case management activities undertaken by Case Managers, including rehabilitation, injury management, compensation, and workplace behaviour matters.
- Ensure procedural fairness, best practice, and APS Values are upheld in all casework and decision-making processes.
- Build capability and provide specialist guidance to leaders and stakeholders, including advice on WHS, workers compensation and rehabilitation.
- Mentor, coach, and manage Case Managers, supporting their professional development and ensuring workload is appropriately prioritised and managed.
- Identify and escalate trends, risks, and behaviours of concern to present risk management strategies.
- Oversee the effective implementation of psychosocial and physical risk management measures and support the delivery of early intervention, rehabilitation, and return-to-work strategies.
- Manage reporting requirements, ensuring accuracy and timeliness of data and providing insights to senior leadership to inform risk management, workforce planning, and continuous improvement.
- Contribute to the design, implementation, and evaluation of case management policies, programs, and initiatives, including awareness raising, training, and continuous improvement activities.
- Develop and lead organisation wide strategies around early intervention and prevention, including initiatives in line with APS standards and best practice.
- Ensure appropriate record keeping, confidentiality, and information management practices in line with APS and legislative requirements.

Eligibility

- Proven leadership and people management skills, with the ability to build staff capability, mentor others, and lead a high-performing team.
- Strong expertise in case management and injury/rehabilitation management, including experience managing sensitive and complex staffing matters.
- Highly developed analytical and problem-solving skills, including the ability to interpret legislation, industrial instruments, and policy to inform decision-making.
- Excellent communication, influencing, and interpersonal skills, with the ability to build trust and foster collaborative relationships across all levels of the organisation.
- Demonstrated ability to manage competing priorities and complex workloads in a busy environment, ensuring quality outcomes are delivered within timeframes.
- High-level digital literacy, including use of Microsoft Office and HR case management systems, with a commitment to data accuracy and confidentiality.

Notes

- Salary offered will be between $114,247 - $130,300 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 and obtain, maintain the relevant security clearance (Baseline). 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 Friday 3 October 2025 AEST.**

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 Eve Camilleri by emailing eve.camilleri@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 agency.

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To Apply

Position Contact	Eve Camilleri, 0288311122
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0763012

Aged Care Quality and Safety Commission

Closing Date:Friday 03 October 2025

Corporate
People and Culture People Support

Job Title	Case Manager - People Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Hobart TAS, Canberra ACT, Adelaide SA, Brisbane QLD, Perth WA
Salary	$96,503 - $108,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible office arrangements are approved on a case by case basis.
Classification	APS Level 6
Position Number	756_09/25
Agency Website	

Job Description

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

As part of the People Support team, Case Managers supports the Commission's business areas in the effective management of sensitive staffing matters. As a Case Manager, you will be self-motivated, with an eye for detail and process improvement. You will be responsible for using sound judgement to appropriately resolve a range of complex and sensitive staffing matters. You will have the opportunity to be exposed to all aspects of case management including workplace disputes, injury management and performance management. Exercising a high degree of judgment, you will manage staffing matters in accordance with relevant legislation, Commission policies and procedures, while maintaining a high level of professionalism and confidentiality throughout the process. You will communicate effectively with staff members, providing updates on the status of their concerns and explaining the resolution pathways and supports. You will have the opportunity to identify and implement opportunities for process improvement and ensure the Commission remains aligned with industry best practise.

Duties

- Under limited direction, effectively manage sensitive staffing matters, including performance, probation, return to work activities and workplace grievances in line with legislation, policies, procedures and best practice.

- Work collaboratively with all stakeholders, develop efficient and tailored case management solutions based on relevant legislation, policies and procedures.
- Undertake efficient and effective delivery of end-to-end case management activities.
- Actively upskill and seek to gain experience in all aspects of case management.
- Provide accurate, quality and timely advice on a range of staffing matters.
- Ensure procedural fairness is upheld in all aspects of case management.
- Work closely with the People Support team to ensure a cohesive, reasonable and holistic case management approach is taken to all matters.
- Ensure all record keeping is done in accordance with legislation, procedures and policies.
- Maintain a high standard of confidentially and privacy, and escalating queries to appropriate stakeholders.
- Support psychosocial and physical risk management and implementation of control measures
- Contribute to the implementation of case management programs and initiatives including events and awareness raising.
- Contribute to successful establishment and promotion of the case management team.
- Contribute to required reporting activities, and business improvement opportunities.

Eligibility

To be successful in this role you will need to demonstrate the following:

- 3 years' experience working in a Rehabilitation Case Manager, injury management or performance and behaviours case management role.
- Proven experience in managing sensitive people related matters demonstrating a thorough understanding of resolution and support options.
- Highly developed written and verbal communication skills, with the ability to build and maintain effective working relationships and engage stakeholders at all levels to achieve results.
- Strong analytical skills in the interpretation and application of industrial instruments, policies, and procedures
- High level communication, relationship building, interpersonal and influencing skills, including ability to coach and educate leaders on best practice people management
- Experience in resolving complex and high-risk cases with procedural fairness, ensuring all parties are informed of the process and that the outcomes are fair, balanced, and legally sound.

Notes

- Salary offered will be between **$96,503 - $108,869** 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-apsOnly candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check and able to obtain and maintain the required security clearance level – Baseline. 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 **Friday 3 October 2025 11:30pm AEST.**

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 Angela Rabadzievska by emailing Angela.Rabadzievska@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 agency.

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To Apply

Position Contact	Angela Rabadzievska, 02 7809 5093
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0763060

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

Closing Date:Wednesday 01 October 2025

ACSQHC
ASCQHC National Standards

Job Title	APS6 Project Officer, National Standards
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$98,327 - $110,927
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	APS Level 6
Position Number	20021568
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

https://www.safetyandquality.gov.au/about-us/working-us

The National Standards Program is responsible for the development and maintenance of the National Safety and Quality Health Service (NSQHS) Standards. This includes currently updating the NSQHS Standards for the third edition, providing secretariat support for related committees and undertaking national stakeholder consultations.

This program also leads the development, administration and maintenance of the Australian Health Service Safety and Quality Accreditation (AHSSQA) Scheme, providing secretariat support for the Accrediting Agencies Working Group and Regulators Working Group.

The Project Officer will work with the Program Director, Program Manager and Senior Project Officers of the program to support the development of the third edition of the NSQHS Standards and support the administration and maintenance of the AHSSQA Scheme. This work will involve project management, organising and assisting with public consultation processes, providing secretariat support to program committees, writing reports, briefings and other documents, analysing information and provision of advice on procedure and policy across the program areas.

Duties

Duties of the Project Officer will include, but are not limited to, the following:

1. Undertake project management activities for the National Safety and Quality Health Service Standards and the Australian Health Service Safety and Quality Accreditation Scheme,

including input into project planning and documentation; assistance with implementation; monitoring and reporting on progress, identifying problems and proposing possible solutions.
2. Collate, edit and draft meeting papers, correspondence, discussion papers, consultation materials, reports, briefing notes and other written materials associated with the program.
3. Provide secretariat support for committees and expert groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
4. Collaborate with other team members and other program teams within the Commission to support the work of the team.
5. Liaise with national and state authorities, professional organisations, individuals and non-government organisations to progress the program's work priorities.
6. Support the development and administration for the National Safety and Quality Health Service Standards third edition, including assisting with national stakeholder consultations.
7. Support the work of the National Standards Team, which may include assistance with the Safety and Quality Advice Centre, and the broader Commission, as required.
8. Other duties as required which may include projects and providing assistance to the Commission's corporate functions, such as assistance with reception duties.

Eligibility

The successful candidate will have:

- Strong conceptual, analytical and research skills, including demonstrated sound judgement and innovative problem-solving skills.
- Demonstrated project management skills and experience.
- Demonstrated strong writing skills, including the ability to write high level documents including briefing papers, reports and meeting papers and notes.
- Demonstrated strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders.
- An understanding of Australia's health care system and key safety and quality issues relevant to the National Safety and Quality Health Service Standards.

Notes

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

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

Candidates must be Australian citizens to be eligible to apply.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Questions about the role can be directed to Saskia Cheyne (02) 9126 3830.

Closing date for applications is **11.59pm Australian Eastern Standard Time (AEST), Wednesday 1 October 2025.**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Saskia Cheyne, (02) 9126 3830
Agency Recruitment Site	https://www.safetyandquality.gov.au/about-us/working-us

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Health

Vacancy VN-0762877

Australian Institute of Health and Welfare

Closing Date:Friday 26 September 2025

Data Governance and Integration Group Linkage Client Services Unit

Job Title	APS5 Linkage Client Service Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$87,110 - $93,303
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	APS Level 5
Position Number	117_09/25
Agency Website	

Job Description

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

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

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

The Data Governance and Integration Group (DGIG) core functions include leading the development of the Institute's strategies for acquiring, managing and integrating major data linkage systems, and carrying out record linkage of data sets relating to health and community services.

DGIG is responsible for delivering AIHW's integration activities covering the National Health Data Hub integrated system, the AIHW bespoke linkage program and supporting the National Disability Data Asset (NDDA).

The Linkage Client Services Unit (LCSU) supports research and policy development by providing secure access to linked data, informing health and welfare policies and improving public health outcomes.

LCSU is the front door for all work involving AIHW's National Health Data Hub (NHDH, The Hub), as well as setting up so-called 'bespoke linkages': tailored linking of two or more government (S/T and / or Commonwealth) and / or academic, administrative or otherwise mostly external datasets.

The Unit supports the end-to-end process through liaison with the clients, including (where applicable to the respective project) feasibility assessment, ethics and data custodian clearance, data transfer to AIHW's linkers, return of data to clients, alongside advice and guidance, or, in case of the Hub training.

LCSU is currently looking for a client Services Officer who will, under general direction:

- Lead and support client engagement and support - Assisting researchers, other government agencies, and other clients in accessing and utilising linked data through AIHW's Data Integration functions.
- Lead and support data access and governance – Ensuring client compliance with legislative, operational, and data-sharing protocols while facilitating secure health data access.
- Lead and support project coordination – Managing requests for data linkage, overseeing approvals, ensuring efficient processing of applications and facilitating seamless and efficient information management.
- Lead and support the provision of technical and analytical Guidance – Communicating expert advice on data availability, project timelines, costings and all relevant internal and external processes to maintain effective and efficient use of linked data assets.
- Lead and support policy and compliance oversight of projects – Ensuring adherence to data security, ethical standards, and regulatory frameworks.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute
- a probationary period of six (6) months will apply to any new engagement to the APS

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
2. Your current CV and the names of two referees.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Christian Jung, 02 6244 1270
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0762890

Australian Institute of Health and Welfare

Closing Date:Friday 26 September 2025

Data Governance and Integration Group Linkage Client Services Unit

Job Title	APS3 Linkage Client Service Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$69,710 - $76,272
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	APS Level 3
Position Number	117_09/25
Agency Website	

Job Description

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

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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

The Data Governance and Integration Group (DGIG) core functions include leading the development of the Institute’s strategies for acquiring, managing and integrating major data linkage systems, and carrying out record linkage of data sets relating to health and community services.

DGIG is responsible for delivering AIHW’s integration activities covering the National Health Data Hub integrated system, the AIHW bespoke linkage program and supporting the National Disability Data Asset (NDDA).

The Linkage Client Services Unit (LCSU) supports research and policy development by providing secure access to linked data, informing health and welfare policies and improving public health outcomes.

LCSU is the front door for all work involving AIHW's National Health Data Hub (NHDH, The Hub), as well as setting up so-called 'bespoke linkages': tailored linking of two or more government (S/T and / or Commonwealth) and / or academic, administrative or otherwise mostly external datasets.

The Unit supports the end-to-end process through liaison with the clients, including (where applicable to the respective project) feasibility assessment, ethics and data custodian clearance, data transfer to AIHW's linkers, return of data to clients, alongside advice and guidance, or, in case of the Hub training.

LCSU is currently looking for a Client Services Support Officer who will, under general direction:

• Support clients by

• Assisting researchers, other government agencies, and other clients in accessing and utilising linked data provided through the Hub.

• Maintaining regular and as-needed contact with external stakeholders and clients and work with internal teams to support NHDH governance and strategic direction.

• Contribute to the management of data access and governance – supporting clients’ compliance with NHDH’s operational guidelines and data-sharing protocols while facilitating secure access to health data.

• Support project coordination – assisting with the management of requests for data linkage, contributing to the approval process and to efficient processing of applications, and facilitating seamless and efficient information management.

• Support policy and compliance oversight – ensuring adherence to data security, ethical standards, and regulatory frameworks.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute
- a probationary period of six (6) months will apply to any new engagement to the APS

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
2. Your current CV and the names of two referees.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Christian Jung, 02 6244 1270
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0762926

Australian Institute of Health and Welfare

Closing Date:Monday 29 September 2025

Business and Technology Group Cyber Security & Assurance Unit

Job Title	EL1 Cyber Security Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$119,501 - $133,305
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	119_09/25
Agency Website	

Job Description

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

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

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

The Business and Technology Group drives the advancement of AIHW's business functions by providing resources, strategic guidance, and operational support.

The Group comprises six core units:

- Finance & Commercial Services
- People & Facilities
- Chief Technology Office
- Cyber Security & Assurance
- IT Operations & Platforms
- IT Business Development & Delivery

The Cyber Security & Assurance Unit ensures that ICT services enable AIHW to securely execute its mission—protecting critical data and upholding trust. Our security remit spans the Australian Cyber Security Centre (ACSC) principles,

including:

- Govern – Establishing robust security frameworks and policies
- Protect – Implementing security controls and safeguards
- Detect – Monitoring for threats and responding proactively
- Respond – Coordinating incident management and resolution

We are seeking a EL1 Cyber Security Manager to join our specialist team, working under the guidance of the IT Security Advisor (ITSA) to deliver cybersecurity governance, risk management, assurance and SecOps activities.

This role is critical to the successful execution of the Cyber Security Strategy Implementation Program, ensuring that AIHW remains resilient against evolving cyber threats while maintaining compliance with regulatory frameworks and best practices.

Under general direction you will:

- Lead and develop ICT systems Certification and Accreditation documentation leading Authority to Operate (ATO).
- Work with internal and external stakeholders and architects to ensure security requirements are built into new projects and support the development of practical security documentation.
- Provide leadership and mentor staff, fostering cybersecurity awareness and skills development.
- Under the ITSA guidance, closely work with the Project Manager in delivering the Cyber security and Assurance Unit tasks and Cyber Security Strategy Implementation program objectives.
- Optimise team resources, mitigating risks and strengthening security performance under ITSA guidance.

- Provide executive reporting inputs and updates, supporting stakeholder engagement, risk assessments, and compliance updates.
- Develop and refine Cybersecurity GRC frameworks, ensuring regulatory alignment and best practices.
- Lead Vulnerability Management and enforce IT security policies, in collaboration with ICT and Business Units.
- Enhance security controls across ICT, aligning with Essential Eight, Information Security Manual (ISM), and best practices.
- Implement strategic security solutions, addressing business risks and regulatory compliance.
- Manage security incidents, ensuring swift investigation and resolution.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute
- a probationary period of six (6) months will apply to any new engagement to the APS

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
2. Your current CV and the names of two referees.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Ravi Pilla, 02 6249 4729
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0762479

Department of Health, Disability and Ageing

Closing Date:Sunday 28 September 2025

Financial Management Division
Corporate Financial Strategy and Services Branch Contact Centre Section

Job Title	APS Level 2 - Contact Centre - Customer Service Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$62,595 - $68,307
Future Merit Locations	Woden
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	25-FMDIV-29857
Agency Website	

Job Description

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

Duties

As a Customer Service Officer, you'll be the first point of contact for the community, health providers, and internal staff—playing a vital role in delivering timely, accurate, and compassionate support. This dynamic position offers the opportunity to:

- Make a difference every day by resolving enquiries and supporting stakeholders through phone and email.
- Grow professionally with hands-on experience across multiple systems, process improvement initiatives, and mentoring new team members.
- Thrive in a collaborative environment where your communication skills, adaptability, and problem-solving abilities are valued and developed.

- Be part of a supportive team that values autonomy, flexibility, and continuous learning.

If you're passionate about service excellence and want to contribute to a team that’s committed to helping others, this role offers a rewarding and engaging career path.

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, Disability and Ageing will also be assessed through a variety of pre-employment check processes, such as:

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

Notes

Applications close 11:30pm AEST.

Applicants are asked to quote reference number 25-FMDIV-29857 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 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	Charlie Town, (02) 5132 5464
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0763059

National Health and Medical Research Council

Closing Date:Wednesday 01 October 2025

Technology and Data Grant Systems

Job Title	Senior Power Platform Developer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Hobart TAS, Brisbane QLD, Darwin NT, Adelaide SA, Perth WA
Salary	$117,662 - $133,859
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 location for this role is flexible, it can be in our Canberra or Melbourne offices or any location within Australia.
Classification	Executive Level 1
Position Number	21-2025
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

Are you an innovative professional with deep expertise in the Microsoft Power Platform? Are you passionate about designing and delivering impactful solutions using Power Apps, Power Automate, Power Pages, and Power BI to drive digital transformation? If so, we have an exciting opportunity for you! Join NHMRC and collaborate with stakeholders, lead technical development and help deliver solutions that support Australia’s health and medical research sector.

The National Health and Medical Research Council (NHMRC) is seeking an experienced and high performing candidate to fill the role of Senior Power Platform Developer. Our ideal candidate will have a strong background in developing solutions using the Microsoft Power Platform suite, including Power Apps, Power Automate, Power Pages and Power BI.

Duties

As the Senior Power Platform Developer, to support the delivery of NHMRCs refreshed granting platform, Sapphire, you will:

• Develop and customise applications using Microsoft Power Apps, Power Portals and Canvas apps.

• Extend applications with plugins, workflows, and JavaScript.

• Automate workflows and processes using Power Automate.

• Create and manage web pages using Power Pages.

• Design and implement data visualizations and reports using Power BI.

• Collaborate with stakeholders to translate requirements into technical solutions.

• Integrate Power Platform solutions with other systems and applications.

• Provide technical support and troubleshooting for Power Platform solutions.

The successful candidate will demonstrate the following:

• Extensive experience with Microsoft Power Platform tools (Power Apps, Power Automate, Power BI, Power Pages).

• Solid understanding of Microsoft Dataverse for data management and integration.

• Familiar with best practice regarding governance, security and efficiency.

• Strong technical documentation skills.

• Strong understanding of application development and customization.

• Proficiency in creating automated workflows and processes.

• Ability to design and implement data visualizations and reports.

• Experience with Azure services and integration.

• Excellent problem-solving and analytical skills.

• Strong communication and collaboration skills.

• Proficiency with front-end development technologies (HTML, CSS, JavaScript).

For more information about the role refer to the Job Description.

Eligibility

The successful candidate:

- Must be an Australian citizen and be able to provide evidence of this.
- Will be required to obtain and maintain a Baseline security clearance.
- Will also be required to undertake a Nationally Coordinated Criminal History Check.

Notes

The location for this role is flexible, it can be in our Canberra or Melbourne offices or any location within Australia.

This role is initially available until 30 June 2027 with the possibility of an extension.

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.

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	Gerry Doherty, 02 6217 9504
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0762192

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 28 September 2025

Enterprise Enablement
People & Business Solutions

Job Title	Specialist, Insider Threat and Engagement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT
Salary	$101,303 - $115,406
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

Join AUSTRAC, where you'll play a key role in the identification and management personnel security risks. You'll stand at the forefront of strengthening and fortifying our internal security resilience ensuring compliance with Australian Government Protective Security Policy Framework (PSPF), through the delivery of effective and efficient insider threat risk management and personnel security solutions. Your efforts will contribute to AUSTRAC securely driving our mission of combating and disrupting financial crime.

APS6 Specialist, Insider Threat and Engagement

We are seeking a motivated and collaborative APS6 professional to join our Insider Threat & Engagement team within the People and Business Solutions branch. In this role, you'll play a critical part in strengthening the agency to prevent, detect and respond to insider threats. You'll work closely with key internal and external stakeholders to support Top Secret-Privileged Access (TS-PA) clearance holders maintain compliance throughout the lifecycle of these clearances.

Who are we looking for

We're looking for dynamic individuals with:

- Experience in the Personnel Security field with comprehensive understanding of the Protective Security Policy Framework (PSPF).
- Demonstrated capability in applying, identifying, assessing and treating a range of personnel security risks.
- Exceptional communication skills, with the ability to engage and influence diverse stakeholders effectively, both in writing and verbally.
- A Diploma in Personnel Security (Vetting), a Cert IV in Government Security or Security Risk Analysis or the ability to obtain a Cert IV.

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC - Job Listing.

Duties

- Contribute to the Insider Threat and Engagement team so that it efficiently and effectively meets the needs of internal and external stakeholders.
- Develop and manage AUSTRAC's compliance with TS-PA requirements, working closely with AUSTRAC's Integrity and Personnel Security teams to deliver objectives of AUSTRAC's Insider Threat Program.
- Support external assurance processes in relation to the TS-PA and auditing of processes.
- Undertake agency specific clearance sponsorship suitability checks for AUSTRAC personnel, in line with agency risk tolerance levels.
- Contribute to the development of a positive culture across AUSTRAC, including through outreach campaigns, that recognises and respects TS-PA clearance responsibilities and obligations.
- Provide advice and guidance to the Manager, Insider Threat and Engagement and Personnel Security Adviser on personnel security risks across the agency.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing minimum Top Secret Positive Vetting Clearance.

Notes

Why AUSTRAC?

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

Generous leave entitlements: Including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.

Diversity and Inclusion: Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.

Employer of Choice: We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Recruitment, Please contact the listed email
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0762719

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 28 September 2025

Transformation
Program & Capability

Job Title	Change Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Canberra ACT
Salary	$123,799 - $140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	34110, 34111
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the Opportunity

AUSTRAC, Australia’s financial intelligence agency, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach and broaden our digital transformation, we're seeking Change Managers to be part of our transformation journey and deliver meaningful outcomes for our people, and the broader organisation.

As Change Manager, you'll build trusted relationships and apply tactical insight to coordinate and deliver enterprise-wide change activities aligned to frame works and methodologies. Drawing on your collaborative spirit and innovative thinking, you'll equip to business areas with the right tools and resources, to build resilience, adapt, thrive and embrace change with confidence and clarity. As a strong communicator and results-driven professional, you inspire and guide teams to achieve sustainable outcomes through successful change adoption.

If you embrace challenges diligently, and eager to make a meaningful impact we encourage you to apply!

For instruction on how to apply, please refer to the Candidate Pack in the AUSTRAC job listing. A part of your application will include a brief 5-slide deck presentation.

Duties

- Manage the implementation and delivery of change programs and projects.
- Develop and execute structured change and communication plans.
- Provide expert advice on change strategy, change readiness, impact and training needs and deployment plans.
- Prepare basic process mapping, workflow analysis.
- Track and report on change readiness, adoption metrics, and feedback.
- Lead training, coaching, and mentoring to uplift change management capability across AUSTRAC, aligned with agency frameworks and standards.
- Collaborate with divisions and branches to deliver solutions driven by business needs and requirements.
- Prepare high-quality presentation decks, change artefacts, and content for governance committees and executive audiences.

Eligibility

Who are we looking for

We are seeking collaborative and proactive leaders with a strong background in Change Management to join the team at AUSTRAC.

Required

- Knowledge and experience working on complex and/or large scaled projects, including organisational change

Desirable

- Qualifications in change management and/or relevant industry experience.
- Background in Communications, adult learning or training experience.

To be eligible for this role you

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing, minimum Baseline security clearance.

Notes

Why AUSTRAC?

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

Generous Leave Entitlements including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.

Diversity and Inclusion: Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.

Mission Driven: Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful 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 agency.

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To Apply

Position Contact	Lola Pintos-Lopez, 02 9950 0711
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0762746

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 28 September 2025

Intelligence
Law Enforcement & Industry

Job Title	Manager, Intelligence
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA
Salary	$123,799 - $140,935
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 will be discussed on commencement.
Classification	Executive Level 1
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the Opportunity

As an EL1 Manager, Intelligence, you will join a dynamic team utilising AUSTRAC data to produce financial intelligence insights. Working closely with key partners, you will shape actionable intelligence measures, build strong operational relationships across the law enforcement and national intelligence communities, and engage in intelligence diplomacy with foreign counterparts.

This role will offer you opportunities to drive change, mentor intelligence analysts and contribute to financial intelligence innovation at a time of major growth for AUSTRAC as Australia's financial intelligence agency and AML/CTF regulator.

EL1 Manager, Intelligence

This is your opportunity to step into a leadership role and play a vital role in collaborating with government and law enforcement partners to combat crime across a diverse range of serious and organised crime types. You'll represent AUSTRAC in various forums, coach others in financial intelligence methodologies and lead the creation of impactful intelligence products. If you're ready to take the next step in contributing to AUSTRAC's intelligence capabilities, we encourage you to apply now!

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Duties

- Lead, manage, coach and mentor relevant intelligence staff.
- Provide advice and review influential intelligence products for a broad audience.
- Maintain strong relations with staff partner agencies, government, industry and other stakeholders at all levels.
- Shape and advise AUSTRAC's intelligence priorities and strategic direction.
- Lead the development of new and innovative business intelligence, analytical, reporting and risk-based solutions.
- Represent and promote AUSTRAC's input and effective use of financial intelligence.
- Develop and maintain internal and external stakeholder relationships at all levels.

Eligibility

Who are we looking for

We are seeking motivated individuals with strong analytical, leadership, and management skills to join the team.

Required

- Strong knowledge of sectors relevant to financial intelligence, and crime types with applications for financial intelligence
- Strong experience and knowledge in leading the delivery of timely, high-quality and influential intelligence products
- Excellent written and oral communication skills to communicate to a broad range of audiences

Desirable

- Strong inter-personal and teamwork skills, and proven ability to be self-motivated.
- A commitment to continual learning and skills development.

- A pragmatic approach to decision-making, especially in the presence of ambiguous project requirements

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 (NV1) security clearance.

Notes

Why AUSTRAC?

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Mission Driven: Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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To Apply

Position Contact	Markus Erikson, Contact email address listed.
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0762805

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 28 September 2025

Enterprise Enablement
People & Business Solutions

Job Title	Specialist, Insider Threat and Engagement (Affirmative Measures Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT
Salary	$101,303 - $115,406
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

Join AUSTRAC, where you'll play a key role in the identification and management personnel security risks. You'll stand at the forefront of strengthening and fortifying our internal security resilience ensuring compliance with Australian Government Protective Security Policy Framework (PSPF), through the delivery of effective and efficient insider threat risk management and personnel security solutions. Your efforts will contribute to AUSTRAC securely driving our mission of combating and disrupting financial crime.

APS6 Specialist, Insider Threat and Engagement

We are seeking a motivated and collaborative APS6 professional to join our Insider Threat & Engagement team within the People and Business Solutions branch. In this role, you'll play a critical part in strengthening the agency to prevent, detect and respond to insider threats. You'll work closely with key internal and external stakeholders to support Top Secret-Privileged Access (TS-PA) clearance holders maintain compliance throughout the lifecycle of these clearances.

Who are we looking for

We're looking for dynamic individuals with:

- Experience in the Personnel Security field with comprehensive understanding of the Protective Security Policy Framework (PSPF).
- Demonstrated capability in applying, identifying, assessing and treating a range of personnel security risks.
- Exceptional communication skills, with the ability to engage and influence diverse stakeholders effectively, both in writing and verbally.
- A Diploma in Personnel Security (Vetting), a Cert IV in Government Security or Security Risk Analysis or the ability to obtain a Cert IV.

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC - Job Listing.

Duties

- Contribute to the Insider Threat and Engagement team so that it efficiently and effectively meets the needs of internal and external stakeholders.
- Develop and manage AUSTRAC's compliance with TS-PA requirements, working closely with AUSTRAC's Integrity and Personnel Security teams to deliver objectives of AUSTRAC's Insider Threat Program.
- Support external assurance processes in relation to the TS-PA and auditing of processes.
- Undertake agency specific clearance sponsorship suitability checks for AUSTRAC personnel, in line with agency risk tolerance levels.
- Contribute to the development of a positive culture across AUSTRAC, including through outreach campaigns, that recognises and respects TS-PA clearance responsibilities and obligations.
- Provide advice and guidance to the Manager, Insider Threat and Engagement and Personnel Security Adviser on personnel security risks across the agency.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing minimum Top Secret Positive Vetting Clearance.

Notes

Why AUSTRAC?

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Diversity and Inclusion: Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.

Employer of Choice: We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

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 agency.

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Recruitment, Please contact the listed email
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0762807

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 28 September 2025

Enterprise Enablement
People & Business Solutions

Job Title	Specialist, Insider Threat and Engagement (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT
Salary	$101,303 - $115,406
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

Join AUSTRAC, where you'll play a key role in the identification and management personnel security risks. You'll stand at the forefront of strengthening and fortifying our internal security resilience ensuring compliance with Australian Government Protective Security Policy Framework (PSPF), through the delivery of effective and efficient insider threat risk management and personnel security solutions. Your efforts will contribute to AUSTRAC securely driving our mission of combating and disrupting financial crime.

APS6 Specialist, Insider Threat and Engagement

We are seeking a motivated and collaborative APS6 professional to join our Insider Threat & Engagement team within the People and Business Solutions branch. In this role, you'll play a critical part in strengthening the agency to prevent, detect and respond to insider threats. You'll work closely with key internal and external stakeholders to support Top Secret-Privileged Access (TS-PA) clearance holders maintain compliance throughout the lifecycle of these clearances.

Who are we looking for

We're looking for dynamic individuals with:

- Experience in the Personnel Security field with comprehensive understanding of the Protective Security Policy Framework (PSPF).
- Demonstrated capability in applying, identifying, assessing and treating a range of personnel security risks.
- Exceptional communication skills, with the ability to engage and influence diverse stakeholders effectively, both in writing and verbally.
- A Diploma in Personnel Security (Vetting), a Cert IV in Government Security or Security Risk Analysis or the ability to obtain a Cert IV.

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC - Job Listing.

Duties

- Contribute to the Insider Threat and Engagement team so that it efficiently and effectively meets the needs of internal and external stakeholders.
- Develop and manage AUSTRAC's compliance with TS-PA requirements, working closely with AUSTRAC's Integrity and Personnel Security teams to deliver objectives of AUSTRAC's Insider Threat Program.
- Support external assurance processes in relation to the TS-PA and auditing of processes.
- Undertake agency specific clearance sponsorship suitability checks for AUSTRAC personnel, in line with agency risk tolerance levels.
- Contribute to the development of a positive culture across AUSTRAC, including through outreach campaigns, that recognises and respects TS-PA clearance responsibilities and obligations.
- Provide advice and guidance to the Manager, Insider Threat and Engagement and Personnel Security Adviser on personnel security risks across the agency.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing minimum Top Secret Positive Vetting Clearance.

Notes

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Employer of Choice: We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

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 agency.

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To Apply

Position Contact	Recruitment, Please contact the listed email
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

Home Affairs

Vacancy VN-0762853

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 28 September 2025

Transformation
Digital Transformation

Job Title	Project Specialist, Multiple Opportunities, Reform Programs and Digital Transformation
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	$101,303 - $115,406
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 work arrangements will be discussed on commencement.
Classification	APS Level 6
Position Number	Several
Agency Website	https://www.austrac.gov.au/

Job Description

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

AUSTRAC are seeking detail-oriented and purpose driven Project Specialists to join the Transformation Division. This role can align to a number of teams and branches within the division, where you'll be joining teams that uphold integrity, collaboration and continuous improvement. In these roles, you'll support the implementation of recent reforms to Australia's anti-money laundering and counter-terrorism financing regime.

As a natural planner, you'll facilitate the delivery and coordination of a range of impactful projects that strengthen AUSTRAC's digital and strategic delivery capabilities, managing project documentation, finances, tracking progress against milestones, reporting to stakeholder and performing administrative tasks. You'll get to work closely with multi-disciplinary teams, to make an impactful contribution to program governance and delivery oversight in line with AUSTRAC's program management frameworks and practices. This role will benefit you greatly if you are looking to further develop your project management and communication skills and influence outcomes that deliver against AUSTRAC's mission.

If you’re a confident communicator, thrive in an every-changing environment, embrace challenges diligently, and eager to make a meaningful impact, we encourage you to apply.

Who are we looking for

- Demonstrated experience in program project management office and in supporting program delivery within an enterprise setting (or equivalent project experience).
- Practical experience in using project management tools is desirable (e.g., M365, SharePoint, MS Project, Jira).

For more information about role and the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Duties

Project Specialists within the Transformation Division, dependant on the role, may be expected to participate in:

- Supporting strategic and operational projects, whilst ensuring project outcomes meet agreed scope, time and budget.
- Implementing work plans for the work area including setting tasks and priorities, managing workflow and allocating resources.
- Undertaking research and analysis, identifying trends and preparing project briefs, to support informed decision-making and strategic planning.
- Contributing to the effective and efficient operation of program governance reporting.
- Engaging and liaising with internal and external stakeholders and external agencies to facilitate cross-agency or multi-agency planning of program delivery.
- Monitoring changes in the broader work environment that may impact on work objectives, provide opportunity for continuous improvement or support change initiatives.
- Applying an in-depth knowledge of AUSTRAC’s project delivery, governance and assurance frameworks, and methodologies to support the Agency’s project and reporting requirements.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Clearance.

Notes

Why AUSTRAC?

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- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.
- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful 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 agency.

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	AUSTRAC Project Recruitment, project.recruitment@austrac.gov.au
Agency Recruitment Site	https://www.austrac.gov.au/

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Home Affairs

Vacancy VN-0762864

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 28 September 2025

Transformation
Digital Transformation

Job Title	Project Specialist, Multiple Opportunities, Reform Programs and Digital Transformation (Affirmative Measures First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	$101,303 - $115,406
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 work arrangements will be discussed on commencement.
Classification	APS Level 6
Position Number	Several
Agency Website	https://www.austrac.gov.au/

Job Description

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

AUSTRAC are seeking detail-oriented and purpose driven Project Specialists to join the Transformation Division. This role can align to a number of teams and branches within the division, where you'll be joining teams that uphold integrity, collaboration and continuous improvement. In these roles, you'll support the implementation of recent reforms to Australia's anti-money laundering and counter-terrorism financing regime.

As a natural planner, you'll facilitate the delivery and coordination of a range of impactful projects that strengthen AUSTRAC's digital and strategic delivery capabilities, managing project documentation, finances, tracking progress against milestones, reporting to stakeholder and performing administrative tasks. You'll get to work closely with multi-disciplinary teams, to make an impactful contribution to program governance and delivery oversight in line with AUSTRAC's program management frameworks and practices. This role will benefit you greatly if you are looking to further develop your project management and communication skills and influence outcomes that deliver against AUSTRAC's mission.

If you're a confident communicator, thrive in an every-changing environment, embrace challenges diligently, and eager to make a meaningful impact, we encourage you to apply.

Who are we looking for

- Demonstrated experience in program project management office and in supporting program delivery within an enterprise setting (or equivalent project experience).
- Practical experience in using project management tools is desirable (e.g., M365, SharePoint, MS Project, Jira).
-

For more information about role and the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Duties

Project Specialists within the Transformation Division, dependant on the role, may be expected to participate in:

- Supporting strategic and operational projects, whilst ensuring project outcomes meet agreed scope, time and budget.
- Implementing work plans for the work area including setting tasks and priorities, managing workflow and allocating resources.
- Undertaking research and analysis, identifying trends and preparing project briefs, to support informed decision-making and strategic planning.
- Contributing to the effective and efficient operation of program governance reporting.
- Engaging and liaising with internal and external stakeholders and external agencies to facilitate cross-agency or multi-agency planning of program delivery.
- Monitoring changes in the broader work environment that may impact on work objectives, provide opportunity for continuous improvement or support change initiatives.
- Applying an in-depth knowledge of AUSTRAC’s project delivery, governance and assurance frameworks, and methodologies to support the Agency’s project and reporting requirements.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.
- **Mission Driven:** Make an impact at Australia’s anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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 agency.

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To Apply

Position Contact	AUSTRAC Project Recruitment, project.recruitment@austrac.gov.au
Agency Recruitment Site	https://www.austrac.gov.au/

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Home Affairs

Vacancy VN-0762866

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 28 September 2025

Transformation
Digital Transformation

Job Title	Project Specialist, Multiple Opportunities, Reform Programs and Digital Transformation (Affirmative Measures Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	$101,303 - $115,406
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 work arrangements will be discussed on commencement.
Classification	APS Level 6
Position Number	Several
Agency Website	https://www.austrac.gov.au/

Job Description

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

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If you're a confident communicator, thrive in an every-changing environment, embrace challenges diligently, and eager to make a meaningful impact, we encourage you to apply.

Who are we looking for

- Demonstrated experience in program project management office and in supporting program delivery within an enterprise setting (or equivalent project experience).
- Practical experience in using project management tools is desirable (e.g., M365, SharePoint, MS Project, Jira).

For more information about role and the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Duties

Project Specialists within the Transformation Division, dependant on the role, may be expected to participate in:

- Supporting strategic and operational projects, whilst ensuring project outcomes meet agreed scope, time and budget.
- Implementing work plans for the work area including setting tasks and priorities, managing workflow and allocating resources.
- Undertaking research and analysis, identifying trends and preparing project briefs, to support informed decision-making and strategic planning.
- Contributing to the effective and efficient operation of program governance reporting.
- Engaging and liaising with internal and external stakeholders and external agencies to facilitate cross-agency or multi-agency planning of program delivery.
- Monitoring changes in the broader work environment that may impact on work objectives, provide opportunity for continuous improvement or support change initiatives.
- Applying an in-depth knowledge of AUSTRAC's project delivery, governance and assurance frameworks, and methodologies to support the Agency's project and reporting requirements.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Baseline Clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
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- **Mission Driven:** Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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To Apply

Position Contact	AUSTRAC Project Recruitment, project.recruitment@austrac.gov.au
Agency Recruitment Site	https://www.austrac.gov.au/

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Home Affairs

Vacancy VN-0762923

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 28 September 2025

Intelligence
Law Enforcement & Industry

Job Title	Manager, Intelligence - (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, 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	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the Opportunity

As an EL1 Manager, Intelligence, you will join a dynamic team utilising AUSTRAC data to produce financial intelligence insights. Working closely with key partners, you will shape actionable intelligence measures, build strong operational relationships across the law enforcement and national intelligence communities, and engage in intelligence diplomacy with foreign counterparts. This role will offer you opportunities to drive change, mentor intelligence analysts and contribute to financial intelligence innovation at a time of major growth for AUSTRAC as Australia's financial intelligence agency and AML/CTF regulator.

EL1 Manager, Intelligence

This is your opportunity to step into a leadership role and play a vital role in collaborating with government and law enforcement partners to combat crime across a diverse range of serious and organised crime types. You'll represent AUSTRAC in various forums, coach others in financial intelligence methodologies and lead the creation of impactful intelligence products. If you're ready to take the next step in contributing to AUSTRAC's intelligence capabilities, we encourage you to apply now!

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Duties

- Lead, manage, coach and mentor relevant intelligence staff.
- Provide advice and review influential intelligence products for a broad audience.
- Maintain strong relations with staff partner agencies, government, industry and other stakeholders at all levels.
- Shape and advise AUSTRAC's intelligence priorities and strategic direction.
- Lead the development of new and innovative business intelligence, analytical, reporting and risk-based solutions.
- Represent and promote AUSTRAC's input and effective use of financial intelligence.
- Develop and maintain internal and external stakeholder relationships at all levels.

Eligibility

Who are we looking for

We are seeking motivated individuals with strong analytical, leadership, and management skills to join the team.

Required

- Strong knowledge of sectors relevant to financial intelligence, and crime types with applications for financial intelligence
- Strong experience and knowledge in leading the delivery of timely, high-quality and influential intelligence products
- Excellent written and oral communication skills to communicate to a broad range of audiences

Desirable

- Strong inter-personal and teamwork skills, and proven ability to be self-motivated.
- A commitment to continual learning and skills development.
- A pragmatic approach to decision-making, especially in the presence of ambiguous project requirements

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 (NV1) security clearance.

Notes

Why AUSTRAC?

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

Generous Leave Entitlements including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.

Diversity and Inclusion: Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.

Mission Driven: Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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To Apply

Position Contact	Markus Erikson, Contact email address listed.
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

Home Affairs

Vacancy VN-0762924

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 28 September 2025

Intelligence
Law Enforcement & Industry

Job Title	Manager, Intelligence - (Affirmative Measures Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, 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	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the Opportunity

As an EL1 Manager, Intelligence, you will join a dynamic team utilising AUSTRAC data to produce financial intelligence insights. Working closely with key partners, you will shape actionable intelligence measures, build strong operational relationships across the law enforcement and national intelligence communities, and engage in intelligence diplomacy with foreign counterparts. This role will offer you opportunities to drive change, mentor intelligence analysts and contribute to financial intelligence innovation at a time of major growth for AUSTRAC as Australia’s financial intelligence agency and AML/CTF regulator.

EL1 Manager, Intelligence

This is your opportunity to step into a leadership role and play a vital role in collaborating with government and law enforcement partners to combat crime across a diverse range of serious and organised crime types. You’ll represent AUSTRAC in various forums, coach others in financial

intelligence methodologies and lead the creation of impactful intelligence products. If you’re ready to take the next step in contributing to AUSTRAC’s intelligence capabilities, we encourage you to apply now!

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Duties

- Lead, manage, coach and mentor relevant intelligence staff.
- Provide advice and review influential intelligence products for a broad audience.
- Maintain strong relations with staff partner agencies, government, industry and other stakeholders at all levels.
- Shape and advise AUSTRAC’s intelligence priorities and strategic direction.
- Lead the development of new and innovative business intelligence, analytical, reporting and risk-based solutions.
- Represent and promote AUSTRAC’s input and effective use of financial intelligence.
- Develop and maintain internal and external stakeholder relationships at all levels.

Eligibility

Who are we looking for

We are seeking motivated individuals with strong analytical, leadership, and management skills to join the team.

Required

- Strong knowledge of sectors relevant to financial intelligence, and crime types with applications for financial intelligence
- Strong experience and knowledge in leading the delivery of timely, high-quality and influential intelligence products
- Excellent written and oral communication skills to communicate to a broad range of audiences

Desirable

- Strong inter-personal and teamwork skills, and proven ability to be self-motivated.
- A commitment to continual learning and skills development.
- A pragmatic approach to decision-making, especially in the presence of ambiguous project requirements

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 (NV1) security clearance.

Notes

Why AUSTRAC?

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Mission Driven: Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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 agency.

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To Apply

Position Contact	Markus Erikson, Contact email address listed.
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0762930

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 28 September 2025

Transformation
Program & Capability

Job Title	Change Manager - (Affirmative Measures Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Canberra ACT
Salary	$123,799 - $140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	34110, 34111
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the Opportunity

AUSTRAC, Australia’s financial intelligence agency, is evolving to strengthen its fight against money laundering and terrorism financing. As we expand our regulatory reach and broaden our digital transformation, we're seeking Change Managers to be part of our transformation journey and deliver meaningful outcomes for our people, and the broader organisation.

As Change Manager, you’ll build trusted relationships and apply tactical insight to coordinate and deliver enterprise-wide change activities aligned to frame works and methodologies. Drawing on your collaborative spirit and innovative thinking, you’ll equip to business areas with the right tools

and resources, to build resilience, adapt, thrive and embrace change with confidence and clarity. As a strong communicator and results-driven professional, you inspire and guide teams to achieve sustainable outcomes through successful change adoption.

If you embrace challenges diligently, and eager to make a meaningful impact we encourage you to apply!

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Duties

- Manage the implementation and delivery of change programs and projects.
- Develop and execute structured change and communication plans.
- Provide expert advice on change strategy, change readiness, impact and training needs and deployment plans.
- Prepare basic process mapping, workflow analysis.
- Track and report on change readiness, adoption metrics, and feedback.
- Lead training, coaching, and mentoring to uplift change management capability across AUSTRAC, aligned with agency frameworks and standards.
- Collaborate with divisions and branches to deliver solutions driven by business needs and requirements.
- Prepare high-quality presentation decks, change artefacts, and content for governance committees and executive audiences.

Eligibility

Who are we looking for

We are seeking collaborative and proactive leaders with a strong background in Change Management to join the team at AUSTRAC.

Required

- Knowledge and experience working on complex and/or large scaled projects, including organisational change

Desirable

- Qualifications in change management and/or relevant industry experience.
- Background in Communications, adult learning or training experience.

To be eligible for this role you

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing, minimum Baseline security clearance.

Notes

Why AUSTRAC?

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Mission Driven: Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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To Apply

Position Contact	Lola Pintos-Lopez, 02 9950 0711
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

Home Affairs

Vacancy VN-0762931

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 28 September 2025

Transformation
Program & Capability

Job Title	Change Manager - (Affirmative Measures - First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Canberra ACT
Salary	$123,799 - $140,935
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements will be discussed on commencement.
Classification	Executive Level 1
Position Number	34110, 34111
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the Opportunity

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As Change Manager, you’ll build trusted relationships and apply tactical insight to coordinate and deliver enterprise-wide change activities aligned to frame works and methodologies. Drawing on your collaborative spirit and innovative thinking, you’ll equip to business areas with the right tools and resources, to build resilience, adapt, thrive and embrace change with confidence and clarity. As a strong communicator and results-driven professional, you inspire and guide teams to achieve sustainable outcomes through successful change adoption.

If you embrace challenges diligently, and eager to make a meaningful impact we encourage you to apply!

For more information about the capabilities we're looking for, please refer to the Candidate Pack in the AUSTRAC Careers Page.

Duties

- Manage the implementation and delivery of change programs and projects.
- Develop and execute structured change and communication plans.
- Provide expert advice on change strategy, change readiness, impact and training needs and deployment plans.
- Prepare basic process mapping, workflow analysis.
- Track and report on change readiness, adoption metrics, and feedback.
- Lead training, coaching, and mentoring to uplift change management capability across AUSTRAC, aligned with agency frameworks and standards.
- Collaborate with divisions and branches to deliver solutions driven by business needs and requirements.
- Prepare high-quality presentation decks, change artefacts, and content for governance committees and executive audiences.

Eligibility

Who are we looking for

We are seeking collaborative and proactive leaders with a strong background in Change Management to join the team at AUSTRAC.

Required

- Knowledge and experience working on complex and/or large scaled projects, including organisational change

Desirable

- Qualifications in change management and/or relevant industry experience.
- Background in Communications, adult learning or training experience.

To be eligible for this role you

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing, minimum Baseline security clearance.

Notes

Why AUSTRAC?

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

Generous Leave Entitlements including parental leave, cultural leave, compassionate leave, carers leave, blood donation leave and community work leave.

Diversity and Inclusion: Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.

Mission Driven: Make an impact at Australia's anti-money laundering and counter terrorism financing regulator and financial intelligence unit. We offer you a challenging and rewarding career with meaningful work.

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 agency.

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Lola Pintos-Lopez, 02 9950 0711
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Industry, Science, Energy and Resources

Vacancy VN-0762767

Department of Industry, Science and Resources (DISR)

Closing Date:Friday 17 October 2025

Chief Financial Officer

Job Title	Shared Services Hub – Various Opportunities
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$78,770 - $85,027
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 4
Position Number	1716_09/25
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

The department's Shared Services Hub is at the forefront of service delivery under the Whole-of-Government Shared Services Program. The Shared Services Hub is committed to delivery effective and efficient payroll services in line with Service Level Agreements negotiated with each client agency.

Working the Hub presents a unique opportunity to be involved in innovative service delivery arrangements relating to both systems and processes, and to collaborate across teams and across the public sector.

The Hub delivers the following functions:

- Payroll delivery
- Client engagement
- Aurion systems administration
- Hub project management and delivery, including onboarding new client agencies
- Assurance

The Hub uses the Aurion Human Resource Management System (HRMS).

The opportunity

We are building a merit pool to fill current and future vacancies in Shared Services Hub. Initially roles will be offered as non-ongoing opportunities, with the possibility of converting to ongoing employment.

This is an exciting opportunity to join a dynamic organisation responsible for delivering payroll services to a range of client agencies with over 14,000 payslips processed each fortnight.

The teams adopt a collaborative and energetic approach to service delivery and place a strong emphasis on meeting and exceeding service levels.

The Hub is committed to APS values and embraces the diversity and professionalism of its workforce. You will help identify and participate in relevant training opportunities. Flexible working arrangements are available relevant to the operational needs of the Hub.

We offer a comprehensive learning program to ensure all staff have the skills and capabilities to effectively perform their roles.

Our ideal candidate

Our ideal candidates will have the following capabilities:

- Ability to work in a team environment across the Hub.
- Experience in, or ability learn payroll processing and delivery.
- Well-developed communication and interpersonal skills, including the ability to communicate complex information to client in a clear manner.
- Good customer service skills, including initiative and the ability to foster effective working relationships with stakeholders at all levels.
- Knowledge of, or ability to learn information management practices and privacy procedures.
- Sound organisational skills, including energy and drive to achieve results.
- Resilience with a positive attitude and responsive to changing and competing priorities.
- Values inclusion and diversity and demonstrates respect for APS Values.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

For vacancies in the Payroll Delivery teams, as a Payroll Officer you will:

- Process a range of tasks related to the delivery of payroll and conditions of service including commencements, salary variations, calculation of allowances and final entitlements for cessations.
- Complete payroll transactions and related correspondence in accordance with the fortnightly payroll cycle.
- Understand an apply relevant APS legislation and terms and conditions including Enterprise Agreement policy and procedures.
- Provide clear, comprehensive and accurate verbal and/or written advice to stakeholders within appropriate timeframes.
- Maintain data in the Aurion payroll system and other platforms as required to ensure compliance with the department's records management and privacy policies.
- Display teamwork and support other payroll officers, including across teams during busy periods.
- Participate and contribute to the continuous improvement of the payroll team processes and practices.

For vacancies with other Hub teams, you may do the following – specific duties will be discussed with suitable candidates depending on the requirements of roles as they become available:

- Provide clear, comprehensive and accurate verbal and/or written advice to stakeholders within appropriate timeframes.
- Deliver a high level of customer service and build strong working relationships across the Hub.
- Contribute to and support delivery of Hub projects, which may include supporting onboarding of new client agencies
- Coordinate Aurion system support
- Coordinate and respond to requests for information
- Participate in, and make a positive contribution to Hub continuous improvement initiatives
- Prioritise workloads and be responsive to changing priorities.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

If you submit an application, you may be considered for non-ongoing (temporary) vacancies depending on business needs. Current APS employees in other agencies interested in a temporary transfer to DISR are also encouraged to apply.

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 ACT - Industry House based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the 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	Aimee Brightman, 0476 903 873
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0762894

Department of Industry, Science and Resources (DISR)

Closing Date:Sunday 28 September 2025

Questacon
Operations

Job Title	Learning Experiences Presenter
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$78,770 - $85,027
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 4
Position Number	1679_08/25
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

The Questacon Learning Experiences team delivers a range of science engagement experiences for diverse audiences including early childhood to school students, families and adults. As part of this team, you will deliver a wide range of activities such as theatrical performances, facilitated hands-on experiences, early learning experiences and adult events:

- ***Q Lab*** focuses on developing science inquiry skills such as observing, questioning, and testing. It builds the skills to understand the world around us.
- ***The Shed*** explores the value of problem solving and creativity in a hands-on making space. Visitors are encouraged to think, make, try, and refine.
- Live ***Spectacular Science Shows*** inspire audiences through storytelling, interactive science demonstrations and humour to bring the wonder of science and technology to life.
- ***Science Time*** and other Early Learning programs invite curiosity, hands-on learning, and play. 3–5-year-olds and their caregivers play together to investigate, discover, and share their learning.

Join Questacon's Learning Experiences team and deliver engaging science, technology and innovation experiences for our visitors, stakeholders and supporters. Working alongside our Learning Experience Officers, you'll play a key role in creating memorable moments that inspire curiosity and spark discovery.

Our ideal candidate

To be successful in the role of Learning Experience Presenter, you are:

- passionate about science, technology, performance, education, or a combination of these areas
- experienced in delivering facilitated activities, theatrical performances, or structured workshops for diverse audiences
- enthusiastic about exploring scientific phenomena and fostering discussions through thought-provoking questions
- skilled in facilitating visitor-led engagements and adapting activities to ensure accessibility
- collaborative and thrive on designing, testing, and delivering innovative science-based experiences
- a creative thinker who contributes fresh ideas and identifies opportunities to enhance visitor engagement
- proactive in identifying and managing risks associated with demonstrations and activities
- effective working both independently and as part of a team, and

- resilient and adaptable, responding positively to change.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

Working consistently with the expectations of an APS 4 in the APS Work Level Standards, the Learning Experiences Presenter will:

- deliver engaging, high-quality experiences that inspire audiences with science, technology, and innovation
- contribute to the development, testing, and evaluation of new content and activities
- mentor and support team members by providing peer training, role modelling, and exemplary program delivery
- foster open communication within the team, offering and receiving constructive feedback to enhance collaboration
- ensure program safety by following policies, procedures, and ongoing in-house training for quality delivery
- perform additional tasks as needed to support Questacon’s programs

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Positions require a Working With Vulnerable People Check and successful candidates will be required to obtain prior to commencing.

Notes

The role may include full-time and/or part-time work on an ongoing and/or non-ongoing basis and you will work within the scope of the Department's Enterprise Agreement and other policies. This role may require the successful candidate to work non-standard hours including some after-hours or weekend work.

A merit pool is expected to be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

This vacancy is based in ACT – Canberra at the Questacon National Science and Technology Centre located in Parkes, ACT.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Karina Edwards, 0466 674 168
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0762906

Department of Industry, Science and Resources (DISR)

Closing Date:Monday 22 September 2025

National Measurement Institute

Job Title	Laboratory Quality Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW
Salary	$98,716 - $108,398
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	Please reach out to the contact officer to discuss this further.
Classification	APS Level 6
Position Number	1691_09/25
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

The department plays a key role in the Australian Government's agenda to create jobs and build a stronger, more resilient and competitive economy. Our work builds on Australia's existing strengths, supports businesses to grow, and drives new opportunities for long-term productivity growth and prosperity. The success of the department helps Australia recover from the economic consequences of COVID?19 and adapt to its ongoing effects. Through our work, we support the government's economic recovery plan and help to deliver a better future for all Australians.

The **National Measurement Institute (NMI)** is the Australian Government's national measurement authority. We play an important role in the Australian economy. NMI does this by leading, maintaining and regulating Australia's measurement system.

We deliver world-class measurement products, advice and client services. NMI also administers the regulatory framework for measurement. Our national measurement standards are internationally recognised. We work to enhance and maintain these standards.

We value the different skills, knowledge and perspectives our employees bring. NMI provides all employees with learning and development opportunities. We work to give everyone an equal opportunity to contribute and progress.

The Chemical and Biological Metrology Branch provides measurement standards such as certified reference materials, these include pure chemicals, gas standards, matrix materials and DNA standards. The branch also co-ordinates proficiency testing programs to assist laboratories assess their ongoing quality and performance. The branch houses three of Australia's national testing laboratories for anti-doping, forensic drugs and ultra-trace analysis. The branch delivers services across all of these fields and carries out research and development to enhance our capabilities in line with national and international requirements.

The NMI Quality, Safety and Risk Team works alongside technical and scientific personnel, supporting them to manage a diverse array of safety hazards and risks to deliver metrological services to Australian industry. The group is also responsible for continuous improvement and maintenance of the NMI Workplace Health and Safety (WHS) Management System and the provision of a safe working environment.

This role will be shared between the Ultra-Trace Laboratory (AUTL), reporting to the laboratory manager at our North Ryde site, and the safety team at our Lindfield site reporting to the National Safety Manager. A schedule of three days with AUTL and two with the Safety team will be established.

The opportunity

As the **Laboratory Quality Officer** of AUTL you will form part of the cohort of quality officers related to the chemical and biological analytical measurement services offered by the NMI.

As a **Site Safety Coordinator**, you will form part of the cohort of safety officers across NMI sites. The role will work closely with the safety coordinators for our North Ryde, NSW, Port Melbourne, VIC and regional sites.

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
- a vacation care subsidy
- $235 healthy lifestyle subsidy
- flexible working arrangements such as teleworking, part time and job sharing where possible
- salary packaging which allows you to make certain payments using your pre-tax salary
- access to study assistance
- access to staff counselling services.

Our ideal candidate

To be successful in this role, you will have a technical background with experience in analytical chemistry. Prior experience working in an organisation with established quality and safety

management systems and certifications in Work Health and Safety are highly desirable for the role. You will have a strong customer focus and the drive and initiative to work with technical teams on quality and safety improvements. Key attributes include:

- Demonstrated experience implementing laboratory quality systems (particularly accredited to ISO/IEC 17025 & 17034), and/or safety systems (with knowledge and understanding of WHS Management systems, relevant legislation, codes of practice and standards).
- Experience identifying and implementing corrective actions, developing process solutions and continuous improvements related to quality and safety.
- Experience investigating quality and/or safety issues to identify underlying causes and implementing actions to mitigate their recurrence.
- Experience in internal auditing, preferably as a lead auditor.
- Demonstrated self-motivation and organisational skills, combined with the ability to work collaboratively in a team and develop and maintain strong, professional working relationships at all levels within the organisation. Excellent communication skills, particularly for technical writing.
- Well-developed analytical problem-solving skills demonstrated consultation skills and ability to communicate with influence, both verbally and in writing. Ability to exercise sound judgment and common sense whilst working under very broad direction.
- Experience in document management and transferring laboratory processes from paper based to digital processes.

Ideal candidates will have personal drive and integrity in the context of the APS values, NMI values (Inclusive, Innovative, Accountable, Adaptable, Influential and Strategic) and code of conduct.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

Work for 60% of your time within the Australian Ultra-Trace Laboratory in a quality officer capacity while maintaining close liaison with the North Ryde site quality coordinator. Key responsibilities include:

- Support the laboratory manager via management of investigations related to corrective actions and implementation of improved processes to prevent reoccurrence of quality non-conformances.
- Implement quality system improvements consistent with ISO/IEC 17025:2017 and 17034:2018, including updates to SOPs and quality manuals. Manage document control of the section.
- Prepare for and responding to NATA audits, including working on validation of methods and data sets.
- Working on the implementation of process improvements to increase automation of aspects such as control charts, calibration schedules and chemical standards.

- Working to transform existing paper-based laboratory processes to digital processes, for example in relation to training records.

The remaining 40% of your time will be in a leadership role as Safety Coordinator, contributing to the safety of the physical and engineering measurement services offered by the NMI. You will work in consultation with the Quality and Safety team, General Managers for Physical and Legal Metrology plus have regular contact with laboratory managers.

The key responsibilities include:

- Contribute to the maintenance and implementation of the WHS management systems at the site to facilitate the provision of a safe working environment.
- Act as the central point of reference for site safety matters, providing leadership on resolving safety issues.
- Contribute to the site safety internal audit and inspection programs to verify the implementation and conformance of the WHS management system.
- Assist in the investigation and resolution of WHS incidents and hazards at the site.
- Assist in the investigation and resolution of safety related non-conformances at the site.
- Contribute to the maintenance and continuous improvement of NMI’s overarching WHS system in collaboration with the NMI Quality, Safety and Risk team.
- Draft and review WHS documentation and maintain safety related records.

Eligibility

You require tertiary qualifications in Science, relevant experience in the field of laboratory quality, and/or certifications in Work Health and Safety.

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 vaccination for Hepatitis A, Hepatitis B, Tetanus, Q-Fever or serology immunity testing is recommended for this role and may be provided.

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 in North Ryde and Lindfield, with a schedule to be set for attendance at each site. Travel to some of the other state capitals may be required periodically. 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 agency.

About the Department of Industry, Science and Resources (DISR)

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To Apply

Position Contact	Gavin Stevenson, 08 6202 4024
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0762944

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 15 October 2025

National Measurement Institute

Job Title	Team Leader - Physical Metrology Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC, Various locations - WA WA
Salary	$147,408 - $160,375
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	1680_08/25
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

About the National Measurement Institute

We provide Australia's peak measurement standards for physical quantities. This enables measurements made in Australia to be accepted internationally, which is particularly important for trade. Our people share their expertise by providing measurement services – from calibration and testing to technical advice and training. We contribute actively to international measurement forums and enhance our capabilities through research and development in line with national and international requirements.

About the Length Standards Team

We maintain Australia's primary standards for the measurement of length and angle. Our team supports Australian manufacturers with Australia's highest-level length and dimensional calibration services. Services range from the nanometre scale up to kilometres, supporting users in the advanced manufacturing, construction, defence, medical and aerospace sectors. We aim to develop new services to incorporate rapidly changing technologies and meet the evolving needs of Australian industry. This is likely to include increased digitalisation, expanding measurement of micro-scale features, and development of in-depth analysis and verification techniques for 3D coordinate measuring systems such as laser trackers and scanners. The team operates primarily from NMI's Port Melbourne laboratory and access relevant facilities at NMI's Lindfield site in Sydney from time to time.

The opportunity

This senior role provides leadership of the Length Standards team within the Physical Metrology Branch. You will be responsible for leading a dedicated team that maintains a wide range of top-level measurement standards and delivers specialised measurement services to other teams across NMI and to clients in industry, government and the research sector. With a focus on fostering innovation, identifying opportunities, and growing the capabilities of the team, the Team Leader plays a critical role in managing, planning and implementing the scientific and

technological activities of the team and in maintaining and growing productive relationships with external stakeholders and with staff across the organisation.

The role offers a range of opportunities for personal and professional development and for engagement with broader NMI and interdepartmental activities and forums and with the international metrology community in the region and beyond.

What’s in it for you?

Working at NMI means you are joining one of the world leaders in measurement science, with a unique opportunity to connect your technical skills to solving real world, applied problems that deliver impact to Australian stakeholders. NMI has a diverse range of roles and priorities, and as a staff member you will be able to learn new skills and expand your career in interesting and exciting ways.

NMI is committed to providing a rewarding working environment. The role has great potential for personal and professional growth, and for building a strong profile across NMI, the Department and with a wide range of stakeholders, including other Commonwealth agencies and overseas metrology institutes.

As department employees, NMI staff are covered by an Enterprise Agreement with benefits that include:

- 15.4 % employer superannuation contribution
- 4 weeks annual leave
- 18 days paid personal leave per year
- Maternity and paternity leave
- Vacation care subsidy
- $235 healthy lifestyle subsidy available annually
- Flexible working arrangements such as teleworking, part-time work and job sharing, where possible
- Salary packaging, which allows you to make certain payments using your pre-tax salary
- Access to study assistance
- Access to staff counselling services.

Our ideal candidate

You hold a postgraduate qualification in engineering or science, complemented by industry experience, and have expertise in managing technical teams and in leading an

ISO17025-accredited laboratory. Your strong interpersonal and technical skills enable you to effectively engage with staff and stakeholders, provide clear direction and expert advice, develop practical solutions, and ensure the timely delivery of calibration services to clients.

You are detail-oriented and apply your technical knowledge and problem-solving abilities to both troubleshoot existing systems and address emerging measurement challenges. You think strategically and plan proactively, finding satisfaction in working with clients to provide solutions to their measurement needs, and you enjoy interacting with stakeholders to support the advancement of measurement science within Australia and internationally. As a skilled communicator, you confidently convey technical concepts and outcomes to a variety of audiences and foster collaborative relationships.

You are committed to safety and quality and enjoy working in a small, specialised and dedicated team environment. You embody the NMI values of being Accountable, Adaptable, Inclusive, Influential, Innovative, and Strategic.

As our ideal candidate, you will:

- Hold postgraduate qualifications in engineering or physics or possess equivalent research experience.
- Be self-motivated and capable of working independently under broad direction.
- Demonstrate leadership and judgment in managing technical teams and in the delivery of quality technical results to clients.
- Build and maintain respectful, productive working relationships.
- Actively engage with internal and external stakeholders.
- Communicate scientific and technical concepts clearly and effectively.
- Be open to growth, adaptable, and willing to develop new skills as needed.

In addition, experience in any of the following areas will be highly considered:

- Working in or managing an ISO17025-accredited laboratory.
- Acting as a NATA technical assessor.
- Delivering technical training.
- Using, calibrating, or verifying dimensional measuring equipment, particularly 3D Coordinate Measuring Machines (CMMs).
- Interpreting engineering drawings, especially understanding Geometric Dimensioning and Tolerancing (GD&T) principles and terminology.

Our department has a commitment to fostering an inclusive and diverse workplace, with the ambition of being the best possible place to work. We value everyone's contribution and strive to create a culture where everyone is respected and empowered. Our ideal candidate will enrich this culture and bring their unique perspective to our team.

Duties

As the leader of the Length Standards team, you will:

- Lead a team responsible for maintaining and developing Australia's primary standards for length, angle, and general dimensional metrology.
- Manage the length metrology laboratory, ensuring continued service delivery and maintenance of the ISO17025 NATA accreditation and associated Quality System documentation, including uncertainty budgets.
- Deliver fit-for-purpose measurement and calibration services that respond to the evolving needs of industry.
- Contribute to the design and delivery of specialised training programs.
- Oversee staff and workflows to ensure timely and accurate calibrations for clients across industry, research, and government.
- Build and maintain relationships with research and industry stakeholders to identify emerging trends in length and coordinate metrology.
- Apply your technical expertise and problem-solving skills to analyse measurement systems, interpret results, investigate issues, and develop effective solutions.
- Stay informed of international developments in length and related measurement fields.
- Represent Australia in international forums as the national expert in dimensional metrology.
- Be based at NMI's Port Melbourne site, with occasional travel to the Lindfield site in Sydney to collaborate with colleagues and access specialised facilities.

At NMI, we value continuous learning and are committed to helping our staff reach their full potential. In this role, you will have the opportunity to:

- Deepen your expertise in dimensional measurements and equipment.
- Engage with Australia's scientific and legal measurement frameworks and contribute to global metrology initiatives.
- Enhance your technical, communication, leadership, and management skills, including through NMI's bespoke Leaders-at-All-Levels Essentials training program.
- Become an authorised signatory for length-based calibration reports issued by NMI.
- Serve as a NATA technical assessor, contributing your dimensional expertise to support Australia's quality infrastructure.
- Participate in national and international technical measurement and standards committees.
- Collaborate with leading experts within NMI and across the broader metrology community.

Eligibility

The successful candidate will have a higher degree in engineering or physics (or equivalent experience), experience managing an ISO17025 accredited laboratory, managerial experience and previous industrial experience.

Are you unsure about applying? If you think you have what it takes, but don’t necessarily meet every single point described, please still apply or get in touch with the contact officer to learn more about the role.

This position requires a Baseline security clearance, and higher clearance levels may be required in future. The successful applicant will be required to obtain and maintain a clearance at the required level.

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Notes

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department does currently offer flexible work opportunities for many roles. This vacancy is Port Melbourne, Victoria 3207 based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the 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	Peter Cox, 03 9644 4906
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0762950

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 15 October 2025

National Measurement Institute

Job Title	Flow Standards Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW
Salary	$86,631 - $98,716
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Office arrangements will be negotiated with successful candidates.
Classification	APS Level 5
Position Number	1628_08/25
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

About the National Measurement Institute

We are the Australian Government's national measurement authority. 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 people bring. We are 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 Flow Team

We are part of the Physical Metrology branch who provide Australia's peak measurement standards for physical quantities, and we develop and maintain Australia's most accurate standards for measurement of volume, liquid and gas flow, delivering calibration and consultancy services from internationally recognised state-of-the-art laboratories. Our activities are accredited by the National Association of Testing Authorities, as well as through regular review by international peers. We provide key services to the health & safety, oil & gas, and aerospace industries. We have a wide range of research and development underway to rapidly extend our capabilities to meet emerging needs in the hydrogen economy, biomedical and advanced manufacturing industries.

The team operates primarily from NMI's Lindfield site in Sydney and from a dedicated facility for measurements of hydrocarbon flow in Western Sydney.

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 apply them to solve real-world problems that are relevant to Australian Industry, expanding your career in interesting and exciting ways.

We will provide you with extensive training, including in precision flow metrology, quality systems, the estimation of measurement uncertainty and laboratory management. There is opportunity for ongoing career progression, and we will ensure that you develop the skills to manage and further develop the NMI's world-class Primary-Flow laboratory.

As department employees, NMI staff are covered by an Enterprise Agreement with benefits that include:

- 15.4 % employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year
- Parental leave
- Vacation care subsidy
- $235 healthy lifestyle subsidy
- Flexible working arrangements such as teleworking, part time and job sharing where possible.
- Salary packaging which allows you to make certain payments using your pre-tax salary.
- Access to study assistance
- Access to staff counselling services.

Our ideal candidate

You are a recent graduate, a laboratory technician, or a metrologist working in a NATA-accredited laboratory. You will:

- Have a science or engineering degree or equivalent laboratory experience.
- Come with practical experience with laboratory instrumentation, mechanical and basic electronics skills.
- Be proficient with the analysis of data and basic statistics, using MS Word and Excel.
- Establish and maintain respectful and productive working relationships and work collaboratively within a team environment.
- Be a quick learner, able to listen and follow procedures, and to complete tasks independently once trained, taking responsibility for the delivery of outcomes.
- Be a self-motivated, reliable, and flexible team player.
- Apply your skills to prepare technical reports and communicate effectively.
- Demonstrate a work approach and behaviours aligned to NMI’s values of being inclusive, innovative, accountable, adaptable, influential and strategic.
- Be willing to grow, adapt and develop new skills as required.
- Familiarity with VBA, Python or LabVIEW is desirable.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

Duties

You will support and work closely with the team’s engineers to develop, maintain and operate NMI’s world-class flow calibration laboratories. You will contribute to delivery of scientific services under an ISO 17025-accredited quality system, and to the team’s ongoing research and development efforts to meet new and emerging national needs. As a flow calibration technician, you will use the full range of your technical and communication skills to:

- Design and set up complex and automated flow-meter testing configurations and test and diagnostic instrumentation.
- Conduct flow-meter calibrations in compliance with safety and quality requirements.
- Analyse test results and prepare technical reports.
- Contribute to the team’s research and development programme, method development and validation studies.
- Coordinate and assist with diagnosing and solving equipment problems.

NMI values continuous learning and is committed to supporting staff to reach their full potential. You will have the opportunity to:

- Gain experience in the development and operation of complex automated heavy-engineering mechatronics systems, instrumentation and data acquisition.
- Gain experience and familiarity with the operation of a calibration laboratory under an ISO 17025-accredited quality system, including the traceability of flow measurements to Australia's primary flow standards, the estimation of measurement uncertainties, and the alignment with international standards.
- Gain experience with liquid and gaseous flow engineering and associated technologies in the oil-and-gas, environmental, transport and manufacturing sectors.
- Work with leading researchers on the development of new flow measurement standards supporting a range of established and emerging industrial applications.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

The department does currently offer flexible work opportunities for many roles. NMI flow laboratories operate at two sites in Sydney: Lindfield and Londonderry. The successful candidate will be expected to work across both sites. Please reach out to the contact officer to discuss this further.

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	SIMON DIGNAN, 0429103053
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0762964

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 24 September 2025

Technology & Digital

Job Title	Strategic Initiatives Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - VIC VIC
Salary	$147,408 - $158,710
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	1756_09/25
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

About the National AI Centre

The National AI Centre was established to support the ambition to make Australia a world leader in AI innovation and responsible practices. The Centre's goal is focused on working with industry to unlock the positive potential of AI in Australia by delivering reliable information and trusted guidance to build confidence for all Australians.

The National AI Centre's mandate is to drive productivity and support the development of economic growth through AI adoption and diffusion. It works to build market intelligence on the adoption, acceleration, and impact of AI technology in Australian businesses and to develop an authoritative voice for Australian industry to trust as they develop AI solutions for the global market.

The NAIC team leads several high-profile initiatives such as Australia's AI Month, the AI Leadership Summit, Australia's AI Sprint, AI Industry Connections, the AI Industry Directory, and the development of the actionable guidance that supports the Governments voluntary guardrails. These initiatives together with regular industry reports, enable Australia's businesses to take advantage of the AI opportunity in a safe and responsible way.

The opportunity

The National AI Centre are seeking a Strategic Initiatives Manager to help implement our strategic plan by orchestrating work across NAIC major initiatives. The Strategic Initiatives Manager provides the critical organising infrastructure to enact a shared vision, align the efforts of diverse partners, and maintain momentum towards achieving systems-level change on a complex and fast-moving issue. This cross-organisational role will ensure that key National AI Centre initiatives i) are designed to maximise their effectiveness; ii) leverage opportunities for scale and impact through industry, government and academic partners; iii) are properly governed through their lifecycle, facilitating early identification of risks and opportunities; and iv) achieve measurable, positive industry outcomes.

This role reports to the Strategy and Growth lead, and has no direct reports.

Our ideal candidate

Our ideal candidate is dependable, curious, positive, flexible, effective communicators, team players, work well under pressure and like to have fun at work!

We are building a dynamic and diverse team, our ideal candidate will demonstrate some of the following capabilities:

- Proven track record of successfully coordinating multiple complex programs of work from conception to completion, delivering measurable results and impact
- High proficiency in methodologies and program governance for planning, tracking, and reporting on progress and outcomes across multiple programs of work
- Systems thinking and problem-solving abilities, with an ability to influence and guide the development of a coherent common agenda
- Excellent communication, interpersonal, and stakeholder management skills, with the ability to collaborate effectively with industry, government and academic partners
- Understanding of data and evaluation, with experience in developing shared measurement systems and using data for continuous improvement and future project designs
- Demonstrated experience managing program budgets, tracking expenses, and adhering to government compliance and reporting requirements
- A high degree of comfort with ambiguity and complexity
- Understanding of AI, robotics or cloud technologies and the implementation paths for businesses.

Duties

As the Strategic Initiatives Manager, your major responsibilities could include:

- Coordinate the detailed planning, budgeting, program governance and reporting of all NAIC major initiatives, from conception through to completion, in direct alignment with NAIC strategic objectives.
- Setup and maintain team governance frameworks to monitor program progress against established milestones and deliverables, proactively identifying and mitigating risks to ensure timely delivery and high-quality outcomes.
- Develop and implement a program logic model and evaluation framework for NAIC major initiatives. Structure approaches for NAIC project leads to collect data, measure progress against established KPIs, and rigorously report on the social impact of NAIC major initiatives.
- Facilitate stakeholder engagement sessions, community forums and workshops to gather input and ensure program design and delivery are responsive to the needs of the NAIC audience.
- Establish and maintain strong working relationships with internal and external stakeholders to facilitate collaboration and effective program implementation.
- Identifying and navigating complex contexts, risks and sensitivities and providing balanced solutions to stakeholders

- Prepare detailed progress reports, formal briefings, and communication materials for senior leadership, Minister's Offices and external stakeholders as required.

Eligibility

To be eligible for employment in the APS and the department, candidates must be Australian Citizens.

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

The department currently offers flexible work opportunities for many roles. This vacancy is available nationally and flexible or remote work arrangements may also be considered. Please reach out to the contact officer to discuss this further.

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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the Department of Industry, Science and Resources (DISR)

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To Apply

Position Contact	Brett Szmajda, 0461316071
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0762929

Geoscience Australia

Closing Date:Monday 06 October 2025

Minerals, Energy and Groundwater Division
Basin Systems Information Services

Job Title	Geoscience Interoperability Architect
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$139,836 - $174,268
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	Executive Level 2
Position Number	19225
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures: and to elders past and present.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Our team

This role is based within the Minerals, Energy and Groundwater Information Services (MEGIS) Section, part of the Minerals, Energy and Groundwater (MEG) Division. The MEGIS Section provides specialised technical capabilities to support key outcomes for MEG Division and its stakeholders. These services include project management and co-design, data management, analysis and delivery, scientific computing, AI integration and machine learning, analytics and advice.

This role will support the Government Geoscience Information Committee (GGIC) who’s mission is to drive innovation in the collection, curation, interoperability and delivery of data owned by government geological surveys in Australia to maximise the value of the nation’s geoscience data. The GGIC is a sub-committee of the Geoscience Working Group (GWG) and includes collaborative geoscience data acquisition programs, promotion and marketing plans, geoscience research programs, trialling of new exploration technologies, and standards for management and delivery of geoscience information

This role will support the implementation and delivery of key data integration and harmonisation projects being completed as part of GGIC. The GGIC comprises representatives from State, Territory and Australian government geoscience agencies and New Zealand and provides and promotes a coherent national strategic direction for the management and delivery of geoscience information.

Duties

The Geoscience Interoperibility Architect will work closely with members of MEGIS and GGIC as well as engaging and collaborating with State, Territory and Australian government geoscience agency partners to identify key geoscience datasets for the integration of data across multiple agencies at a national scale. This includes the planning and design to develop, test, deploy, document, and knowledge share a diverse range of technical capabilities for data integration and delivery using agreed national and international data and delivery standards.

This role will be required to collaborate with geoscientists and technical staff across multiple agencies and support the development and delivery of agreed data standards and interoperable workflows. Additionally, the Architect will take on a leadership and mentoring role in designing and implementing data standard frameworks and solutions, where required support data uplift and transformation activities that will enhance data integration across multiple jurisdictions while ensuring scalability and maintainability within existing and new systems.

In this role you will:

- Build strong, strategic and collaborative relationships with geoscience and technical stakeholders in State, Territory and Australian government geoscience agencies
- Provide a leadership role on behalf of the GGIC with geoscience data standards and interoperability
- Actively mentor and knowledge share your expertise and experiences in transforming data into agreed standards
- Lead and advocate for the GGIC and support the MEGIS Section as a valued member. Take on highly technical architectural tasks assigned by, and under the guidance of the GGIC Chair and MEGIS Director
- Work collaboratively to design, and support the build and implementation of agreed interoperable data standards to consistently deliver and integrate datasets across multiple agencies at national scale
- Provide strategic leadership, advice and support in defining and developing data transformation and integration capabilities
- Contribute expertise to building capabilities cross multiple agencies, including promotion of GGIC to increase adoption of innovation for data interoperability by external stakeholders.

To be successful in the role you will demonstrate:

- Provide high-level leadership in geoscience data interoperability and standards at a national scale across multiple jurisdictions.

- Drive the development and delivery of fit-for-purpose national-scale data for use and access by Government, industry and the community to maximise the value of the nation's geoscience data.
- Build and sustain long-term relationships and liaise with a range of stakeholders, including State, Territory and Australian government geoscience agencies, New Zealand and the science community.
- Mentor and provide expert technical expertise and leadership to support building staff capabilities in interoperability, data standards, harmonisation and integration.
- Highly developed written and oral communication skills, and ability to clearly convey key points and explain complex information to a range of technical and non-technical audiences, and experience preparing technical reports, papers and other written communication to meet peer-review standards.
- A commitment to building a positive and inclusive culture
- Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way

Required skills, knowledge, experience and/or qualifications

- A proven track record in data science and interoperability, with a preference in the field of geoscience and/or a related science that is applied to understanding data standards and interoperability.
- An ability to build collaborations and contribute effectively to professional science and technically focussed teams across multiple agencies.
- Demonstrated science and technical excellence, with a history of innovation and impact.
- History of driving positive change and improvements in stakeholder workflows and organisational culture.
- Demonstrated success in collaborating within multi-disciplinary teams, highlighting strong interpersonal communication and support for team members and stakeholders
- Commitment to implementing change that yields positive outcomes for stakeholder workflows and organisational culture

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse

backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 1000 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to the role at Geoscience Australia.

If you have any questions regarding the role, please contact Mark Webster on (02) 6249 9599 or email mark.webster@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, 'Applying for an APS job: cracking the code'.

Notes

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the Australian Public Service Commission website.

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation.

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email recruitment@ga.gov.au.

While the position of offer is ongoing, a merit list/pool may be created for similar ongoing and non-ongoing roles over the next 18 months. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Mark Webster, 02 6249 9599
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0762999

Geoscience Australia

Closing Date:Wednesday 01 October 2025

Place and Communities Division
Management Geospatial Leadership

Job Title	Geospatial Standards Coordination Officer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$97,756 - $113,155
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	APS Level 6
Position Number	19110
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures, and to elders past and present.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Our team

The Geospatial Leadership team supports Geoscience Australia to be the national leader in government geospatial matters. This includes supporting the Chief of Division in the development of geospatial strategies, driving agendas at national and international fora, and coordinating across government and industry on geospatial matters.

The team works collaboratively to support geospatial initiatives, and the establishment of standards, and provide strategic leadership in the geospatial domain. The team provides some secretariat support to a variety of geospatial committees and also supports Geoscience Australia's input into international forums, through the development of papers and collation of responses.

Duties

The Geospatial Standards Coordination Officer is responsible for conducting research and data analysis to inform standards development, maintaining comprehensive records and documentation, coordinating attendance to various meetings and workshops of relevance.

In this role you will:

- Provide advice on geospatial standards to Australian government departments.
- Proactively coordinate and manage the identification of geospatial standards needs and requirements within Geoscience Australia.
- Facilitate and coordinate the alignment of geospatial standards requirements and adoption processes across relevant internal and external stakeholders, including government agencies and industry bodies.
- Cultivate and maintain strong working relationships with subject matter experts to ensure their insights and expertise are effectively integrated into standards setting and documentation.
- Represent Geoscience Australia's interests and articulate issues related to geospatial standards to relevant national and international standards bodies, contributing to the development and refinement of these standards.
- Conduct in-depth research and analysis of geospatial information to provide a strong evidence base for standards development.

- Provide high-level support to the Director Geospatial Leadership and Chief of Division in fostering and promoting leadership in geospatial standards development and adoption across Australia, contributing to strategic initiatives and policy discussions.
- Design, establish, and maintain a clear and accessible system for all records and documentation related to geospatial standards for the organisation.
- Serve as the central point of contact for all enquiries regarding geospatial standards for the organisation, ensuring timely and accurate information dissemination.

To be successful in the role you will:

- Possess strong analytical skills to effectively research and interpret geospatial data for standards development.
- Demonstrate excellent communication skills to clearly convey complex information and liaise effectively with diverse stakeholders.
- Exhibit exceptional organisational skills to manage documentation, coordinate meetings, and prioritise tasks efficiently.
- Be proactive and solution-oriented, with a focus on identifying and implementing improvements to standards and processes.
- Be capable of working independently while also being a collaborative team player.
- Show a commitment to ensuring high-quality and effective geospatial data across the organisation.

Required skills, knowledge, experience and/or qualifications

- Demonstrated understanding of the principles of geospatial standards, including concepts of interoperability.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful app applicant undergoing and satisfying pre-employment screening, which includes a police history check.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse

backgrounds tend to only apply when they check every box. If you think you have what it takes, but don’t necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Emma Furler on (02) 6249 9027 or email

emma.furler@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ‘Applying for an APS job: cracking the code’.

Notes

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the Australian Public Service Commission website.

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Technical Assistance

If you require technical assistance, call our Recruitment team on (02) 6249 9777 or email recruitment@ga.gov.au.

While the position on offer is ongoing, a merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Emma Furler, 02 6249 9027
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0762821

IP Australia

Closing Date:Sunday 28 September 2025

Finance and People Services Financial Management Office

Job Title	Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$87,351 - $93,609
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 are available
Classification	APS Level 5
Position Number	1496
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

We are looking for someone to fill an ongoing role in Canberra.

The successful applicant will be required to communicate and liaise with customers, identify priorities, deliver quality outcomes, review work practices and contribute to business improvement initiatives. You will be responsible for processing incoming customer payments, banking, customer account and debt management, refunds, and assist with both domestic and international travel arrangements.

The role requires a good working knowledge of SAP, a broad knowledge of the various functions of a small government finance team, and an understanding of the Commonwealth's Resource Management Framework.

Duties

The right person for the job will:

• Generate and issue accurate invoices and billing statements

• Monitor incoming payments and apply them correctly to customer accounts

• Identify overdue accounts and communicate with customers regarding their outstanding balances

• Prepare regular reports on AR status, including aged debtor reports

• Manage refunds in line with IP Australia’s policies

• Ensure data integrity and accuracy in financial systems

• coordinate and manage official travel arrangements for IP Australia staff, ensuring compliance with government travel policies, financial delegations, and operational requirements.

Our candidate kit contains details including the capabilities required, the contact officer, and how to apply.

Eligibility

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

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 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 agency.

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Ann Quirk, (02) 62223662
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762922

Australian Maritime Safety Authority

Closing Date:Sunday 05 October 2025

Response
Response Assets Management and Preparedness AtoN Engineering

Job Title	Senior Advisor Project Delivery Aids to Navigation
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW, Coffs Harbour NSW
Salary	$149,860 - $173,729
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney, Coffs Harbour
Office Arrangement	Flexible
Office Arrangement Details	Flexible - Hybrid
Classification	Executive Level 2
Position Number	2060
Agency Website	https://www.amsa.gov.au/about

Job Description

https://careers.amsa.gov.au/en/listing/

Senior Advisor Project Delivery Aids to Navigation

$149,860 - $173,729 + 15.4% super

Location - Brisbane preferred, other AMSA office locations (Sydney, Melbourne, Canberra, Coffs Harbour) will be considered.

Ongoing

Duties

ABOUT THE ROLE

The Senior Advisor, Project Delivery AtoN is responsible for delivering projects related to the installation, maintenance, and repair of AMSA’s aids to navigation (AtoN) structures and systems. Key duties include managing project resources, supporting AtoN operations, and monitoring and reporting on program progress.

You will be responsible for:

· Leading and managing the AtoN project delivery team, ensuring high-quality outputs, staff development, and welfare.

· Leading and managing a team of project managers to deliver AMSA's AtoN project programs ensuring AMSA's financial, safety, compliance and schedule risks are effectively managed to ensure value for money and quality outcomes are achieved.

· Leading the development and implementation of a project management framework, and associated project management tools and documentation.

· Ensuring the development of consistent, clear and concise tender and contract documentation, including the evaluation and negotiation processes, and management of contract risks.

· Managing and delivering specific projects within the AtoN project programs.

· Oversee the provision of comprehensive AtoN project and program financial planning and reporting.

· Ensuring compliance with procurement policies, environmental standards, and WHS legislation.

· Undertaking site assessments and reporting on contractor performance against contracted requirements.

Eligibility

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

· Relevant project management qualification and/or at least 5 years' experience delivering project management functions within the construction, engineering or maintenance fields.

· Demonstrated senior leadership in project management with relevant experience in program management and managing a team delivering project works.

· Demonstrated project and contract management skills including the ability to manage multiple contracts / projects and provide high quality program progress reporting.

· Proven ability to lead a high performing, inclusive and collaborative team of project managers and empower them by investing in their capability and managing competing demands and priorities.

· Understanding of government policy in relation to procurement, tendering and contract management.

· Understanding of contemporary environmental and risk management practices and Commonwealth and State workplace health and safety legislation.

· Understanding of AtoN systems and structural assets in a marine or coastal environment (will be highly regarded).

· Understanding of computerised asset management systems.

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the *AMSA Enterprise Agreement 2024 - 2027*

Notes

AMSA BENEFITS

We are committed a supportive and collaborative work environment, which is why AMSA offers:

• Flexible work including work from home arrangements

• Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement

• An office-wide Christmas period shutdown (in addition to annual leave provisions)

• An ability to work for an organisation charged with protecting our marine environments and saving lives

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 450 people across Australia. To learn more about our organisation please visit our website.

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of “ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”.

We are proud to have been recognised as an Inclusive Employer 2022-2023 by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.

Don’t meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we’re looking for!

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our Diversity and Inclusion Strategy.

HOW TO APPLY

Please complete your application on our website via the Careers at AMSA page by 11.55pm Sunday 5 October 2025. You will need to provide:

- your resume (maximum of 3 pages)
- a brief cover letter (maximum 500 words) outlining what you will bring to this role.

For any questions regarding the role please contact David Jeffkins on (02) 8918 1357.

If you have any questions about the recruitment process, please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the Public Service Act 1999. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

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	David Jeffkins, (02) 8918 1357
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762971

Civil Aviation Safety Authority Australia

Closing Date:Sunday 28 September 2025

Finance
Finance

Job Title	Contracts and Procurement Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$103,940 - $114,037
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may apply to work from home averaging up to 50% of their working hours.
Classification	APS Level 6
Position Number	2551
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Contracts and Procurement Advisor is responsible for ensuring CASA's compliance with procurement policy and managing contractual relationships and performance outcomes for CASA and associated tasks in delivering these services across CASA. This role assists CASA business areas in achieving their operational and strategic objectives by delivering accurate and timely advice relating to resourcing requirements, tender processes and contract management matters.

This role works closely within a small team of procurement professionals. It operates independently and contributes as an effective member of the team to achieve high quality outcomes. Along with the required skills, the role exercises sound judgement and makes informed decisions to support strategic outcomes across CASA.

Key responsibilities

The Contracts and Procurement Advisor works under broad direction and is responsible for the following:

- Providing high level advice and assistance to staff in the preparation of tender documents, conducting tender evaluations and drafting contracts in accordance with CASA's policies and procurement guidelines.
- Ensure CASA’s compliance with procurement policy, contract management processes, capturing and reporting procurement and contract data.
- Management of Financial Management purchase order processing.
- Support CASA business areas in their strategic objectives by providing tailored contracting and procurement solutions as required.
- Monitoring compliance with procurement and contract management policies and associated process and procedures.
- Conduct training on procurement and contract management matters for CASA business areas, contributing to the development of training resources.
- Assisting in maintaining CASA’s procurement and contract management policies, procedures and manuals.
- Assist in the maintenance of CASA’s contract and procurement software database ensuring accuracy of data collection, reporting, and input activities.
- Assist in the collation of CASA’s mandatory reporting requirements relating to contracts and procurements, including identifying trends and anticipating needs including providing complex reports to senior executive.
- As an employee, contribute to maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and will provide my input, where appropriate, to decisions that may impact upon my health, safety and wellbeing in the workplace.
- Promote workplace safety, equity and diversity and participative management and environmental management practices in the workplace and act in accordance with CASA Values and Behaviours.

Duties

Our ideal candidate

Our ideal candidate will have demonstrated ability in fostering productive working relationships and the ability to produce high quality outcomes, manage shifting priorities and will have the following skills and experience:

- Experience in government procurement and contract management.
- Demonstrated understanding of the Commonwealth Procurement Rules.
- Be experienced in conducting procurement processes including drafting approach to market documentation, undertaking evaluation activities and contract drafting.
- Have excellent verbal and written communication skills with the ability to build and maintain relationships with stakeholders including providing analysis of complex issues and advice to senior management as required.
- Provide quality, consistent and timely best practice procurement and contracting advice and support services to business areas.
- Qualifications in Procurement and Contract Management will be highly regarded.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen or permanent resident.
- Undergo pre-employment screening including a Police Check.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Fiona Vink, (02) 6217 1156
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762973

Civil Aviation Safety Authority Australia

Closing Date:Sunday 28 September 2025

Finance
Finance

Job Title	Contracts and Procurement Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$103,940 - $114,037
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may apply to work from home averaging up to 50% of their working hours
Classification	APS Level 6
Position Number	2551
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Contracts and Procurement Advisor is responsible for ensuring CASA's compliance with procurement policy and managing contractual relationships and performance outcomes for CASA and associated tasks in delivering these services across CASA. This role assists CASA business areas in achieving their operational and strategic objectives by delivering accurate and timely advice relating to resourcing requirements, tender processes and contract management matters.

This role works closely within a small team of procurement professionals. It operates independently and contributes as an effective member of the team to achieve high quality outcomes. Along with the required skills, the role exercises sound judgement and makes informed decisions to support strategic outcomes across CASA.

Key responsibilities

The Contracts and Procurement Advisor works under broad direction and is responsible for the following:

- Providing high level advice and assistance to staff in the preparation of tender documents, conducting tender evaluations and drafting contracts in accordance with CASA's policies and procurement guidelines.
- Ensure CASA’s compliance with procurement policy, contract management processes, capturing and reporting procurement and contract data.
- Management of Financial Management purchase order processing.
- Support CASA business areas in their strategic objectives by providing tailored contracting and procurement solutions as required.
- Monitoring compliance with procurement and contract management policies and associated process and procedures.
- Conduct training on procurement and contract management matters for CASA business areas, contributing to the development of training resources.
- Assisting in maintaining CASA’s procurement and contract management policies, procedures and manuals.
- Assist in the maintenance of CASA’s contract and procurement software database ensuring accuracy of data collection, reporting, and input activities.
- Assist in the collation of CASA’s mandatory reporting requirements relating to contracts and procurements, including identifying trends and anticipating needs including providing complex reports to senior executive.
- As an employee, contribute to maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and will provide my input, where appropriate, to decisions that may impact upon my health, safety and wellbeing in the workplace.
- Promote workplace safety, equity and diversity and participative management and environmental management practices in the workplace and act in accordance with CASA Values and Behaviours.

Duties

Our ideal candidate

Our ideal candidate will have demonstrated ability in fostering productive working relationships and the ability to produce high quality outcomes, manage shifting priorities and will have the following skills and experience:

- Experience in government procurement and contract management.
- Demonstrated understanding of the Commonwealth Procurement Rules.
- Be experienced in conducting procurement processes including drafting approach to market documentation, undertaking evaluation activities and contract drafting.
- Have excellent verbal and written communication skills with the ability to build and maintain relationships with stakeholders including providing analysis of complex issues and advice to senior management as required.
- Provide quality, consistent and timely best practice procurement and contracting advice and support services to business areas.
- Qualifications in Procurement and Contract Management will be highly regarded.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Must be an Australia citizen or permanent resident.
- Undergo pre-employment screening including a Police Check.

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 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 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	Fiona Vink, (02) 6217 1156
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762992

Civil Aviation Safety Authority Australia

Closing Date:Tuesday 30 September 2025

National Operations and Standards
Flight Standards Operations Standards

Job Title	Principal Standards Officer (Flight Operations Policy)
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	$186,135 - $194,390
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	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	4290
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

The Principal Standards Officer (PSO) (Flight Operations Policy) is an exciting position that covers the formulation, development and maintenance of policies, safety regulations and associated guidance material in relation to all operational aspects of Flight Operations.

The PSO (Flight Operations Policy) key duties includes, but is not limited to:

- Conducting detailed research, undertaking risk assessments, collecting and analysing safety data, and developing safety policies and guidelines that supports the preparation of policy proposals.
- Recommending policy proposals relating to flight operations standards and regulatory change matters.
- Developing consultation advisory documents and post-consultation decision documents that include analysis of consultation responses.
- Developing guidance documents that support stakeholders to interpret the intent of legal instruments with the support of the CASA Legal staff.
- Providing high level technical interpretation, advice and guidance on Australian and international aviation rules and policy within their areas of responsibility.
- Conducting assessments of regulated entity applications for approvals or exemptions specific to the flight operations rules.
- Developing and maintaining CASA’s long term strategic plan relating to the Australian flight operations rules.

- Providing professional (as distinct from administrative or career) oversight and review of work conducted by other Standards Officers in the Operations Standards section. This is a professional leadership, mentoring and oversight role and will operate under minimal guidance
- Establish and maintain professional and effective relationships with other aviation regulatory authorities, foreign government agencies, the International Civil Aviation Organization (ICAO) and other international representative organisations as necessary on the technical safety standards relating to Flight Operations.
- Managing CASA responses to ICAO flight operations 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.
- Represent CASA when required national and international forums.

Duties

Ideal Candidate

Our ideal candidate must demonstrate the following:

- Extensive experience in the leading of regulatory and standards development projects and tasks, including an understanding of government policies, funding arrangements, and economic impacts.
- Demonstrated 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, anticipating future consequences or outcomes, and develop long-term plans that maximise opportunities and minimise risk.
- Ability to work under broad direction from CASA in accordance with established regulatory practices, operational needs, procedures, and assigned delegations.
- Ability to actively engage in effective stakeholder management, including with regulated entities, on sensitive and complex issues requiring conflict resolution within constrained time limits.
- Advanced working knowledge of Australian aviation safety legislation and guidance materials, and other aviation regulatory bodies such as the Federal Aviation Administration (FAA), International Civil Aviation Organization (ICAO), and the European Aviation Safety Agency (EASA).
- Advanced working knowledge of Australia’s ICAO compliance requirements relevant to flight operations policy.
- Operational management experience in flight operations or national aviation authority management experience.

Qualifications and licenses

Mandatory

- 8+ years' experience in flight operations
- High level understanding of flight operations regulations in Australia's civil aviation legislation and their application in a regulatory environment.
- Hold or have held the following an Australian Air Transport Pilot Licence (Aeroplane or Helicopter Category Rating).
- 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

- Experience in people leadership and/or management.
- Experience in leading technical writing projects.
- Understanding of and previous involvement in financial management.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

Must:

- High level understanding of flight operations regulations in Australia's civil aviation legislation and their application in a regulatory environment.
- Hold or have held the following an Australian Air Transport Pilot Licence (Aeroplane or Helicopter Category Rating).
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the required
- level of security clearance as required. 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

"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	Scott Watson, 02 6217 1681
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762838

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

Closing Date:Sunday 05 October 2025

Job Title	APS4 - Practice Administrator - Legal, Legislation Liaison and Privacy Division
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$77,294 - $83,994
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Minimum in-office 3 days per week
Classification	APS Level 4
Position Number	47064
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Practice Management (PM) team provides high-level administrative support to the lawyers and other officers in the Legal, Legislation Liaison and Privacy Division (Division) so they can effectively deliver their priorities to the department and its Ministers. The Division consists of Legislation Liaison and Privacy officers and a Commercial Law and Public Law team.

Reporting to the Practice Manager and working in a team, you will be an enthusiastic colleague who takes initiative for administrative tasks in a dynamic environment. Your contributions will support and enable the Division to deliver on its objectives.

The successful candidate will have a strong motivation to contribute to team goals and aspirations, have well developed interpersonal skills and a proactive attitude with a desire to extend PM support to internal and external stakeholders.

A merit pool may be established for any future vacancies.

Duties

What will you do?

Operating under the direction of the Practice Manager, as an APS 4 Practice Administrator, you will collaborate closely with those in the PM team and the wider division, providing vital administrative support. Responsibilities include, but are not limited to:

- Prepare invoices for coding and process workflow on the system to enable completion of payment
- Create and process purchase order requests
- Liaise with external panel firms on accruals and process the data within a spreadsheet to track financials on a monthly basis
- Provide support and assist to arrange various key team events and meetings with internal and external stakeholders
- Assist and arrange registrations for external training sessions for lawyers and other team members
- Undertake property title and ASIC searches for lawyers
- Coordinate input for external and internal reporting in relation to the Division
- Assist with onboarding new starters and offboarding leaving staff members
- Assist with the co-ordination of administrative recruitment activities to ensure items progress in a timely manner
- Prepare meeting agendas and take meeting minutes

- Use support document management systems, including the Parliamentary Document Management System (PDMS) and Records Workspace (SharePoint)
- Perform other general administrative duties, such as printing, copying, assembling folders, filing, booking travel, meeting rooms and diary management to assist Executive Assistants in busy periods.

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS 4 Work level standards and will be able to:

- Assist with a variety of work within the PM team and manage competing demands with direction from the supervisor;
- Manage work flow, especially during busy periods;
- Demonstrate clear communication, organisational skills and confidence when communicating with internal and external stakeholders;
- Collaborate as part of a team and contribute ideas for continual process improvements;
- Conduct yourself in accordance with the APS values;
- Exercise discretion and understand the sensitive nature of the work that is carried out by the Division; and
- Contribute to identifying and mitigating risks that may impact the team's ability to deliver outcomes for the division.

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 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 satisfactory complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Ariane Kavadias, 02 6136 7284
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762962

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

Closing Date:Tuesday 30 September 2025

Job Title	APS6 - Freedom of Information (FOI) Case Officer, Government Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC
Salary	$95,501 - $114,201
Future Merit Locations	Canberra, Brisbane, Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Minimum in-office 3 days per week
Classification	APS Level 6
Position Number	47108
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Government Services Branch is seeking to fill the role of an FOI Case Officer for the Freedom of Information Section. The FOI Case Officer will manage multiple FOI requests and provide technical support and advice to a range of stakeholders.

Government Services Branch delivers essential services and expert advice and plays a critical role in upholding accountability, transparency, and effective communication between the department, Minister's Offices and key stakeholders. There are 5 teams in the branch:

- **Freedom of Information (FOI)** ensures that the department meets its obligations under the FOI Act.
- **Ministerial Liaison** supports the Departmental Liaison Officers.
- **Ministerial Services** oversees the management and administration of ministerial workflows, including through PDMS+, of submissions, briefs and correspondence for multiple ministerial offices.
- **Cabinet Services** coordinates the portfolio's Cabinet business and classified material.
- **Parliamentary Services** assists and tracks the department's involvement with Parliamentary processes and committees.

Government Services Branch is undergoing a structured change management process, aimed at improving service delivery, enhancing internal processes, and strengthening capability across teams. This transformation is focused on modernising systems, streamlining workflows, fostering a supportive culture of continuous improvement, and aligning operations with strategic departmental priorities.

Duties

What will you do?

We are looking for high performing candidates with either recent experience in processing FOI requests or with a legal background.

As an APS6 FOI Case Officer, you will be responsible for:

- managing complex FOI requests, including liaison with, and provision of support and advice to, FOI Decision Makers and Action Officers throughout the department
- managing routine Internal Reviews and, where required, providing assistance in complex Internal Reviews and external reviews with the Information Commissioner and the ART
- building and maintaining professional working relationships with key stakeholders across the portfolio to progress FOI requests
- monitoring progress of cases and ensuring compliance with statutory timeframes, including managing extensions of time as required, liaising with departmental Decision Makers and Action Officers and escalating outstanding actions as appropriate
- where necessary, undertake and manage communications with FOI applicants to clarify and revise the scope of requests to ensure they meet FOI Act requirements
- preparing correspondence to FOI Applicants and internal stakeholders, and drafting decisions on access under FOI legislation for consideration by Decision Makers
- issuing final decisions to FOI Applicants and, where necessary, Affected Third Parties, and facilitating the release of documents, including their publication on the FOI Disclosure Log
- entering and maintaining data into departmental systems to ensure accurate record keeping
- liaising with external stakeholders, including other state and Commonwealth agencies and the Office of the Information Commissioner (OAIC), including undertaking and managing formal consultations with Affected Third Parties and information interagency consultations
- researching legislation as required
- providing support and training to junior staff in the team as required

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS6 Work level standards. This will include being dynamic and respectful, having integrity, valuing others and empowering people by:

- **Supporting strategic direction**: supporting shared purpose and direction by promoting the department's vision, linking goals to operational tasks, and clearly communicating objectives – thinking strategically by understanding the environment, setting team goals, and anticipating broader trends and long term impacts – harnessing information and opportunities by gathering diverse insights, analysing their relevance, staying well-informed, and seeking best practice – demonstrating good judgement, intelligence, and common sense through objective, evidence based analysis, problem solving, and promoting innovative work improvements.
- **Achieving Results**: effectively managing resources by reviewing performance, leveraging team strengths, negotiating responsibilities, and adapting to changes – applying and developing professional expertise by valuing specialist knowledge, utilising organisational skills, and contributing personal expertise – responding positively to change through clear planning, flexibility, open communication, and supporting others' adaptation – taking full responsibility for projects by ensuring completion, 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 proactively supporting and anticipating stakeholder needs – actively listening to understand and involve others – valuing diverse perspectives and working styles, and fostering respect and inclusivity – supporting team development by identifying learning opportunities, delegating tasks effectively, setting clear expectations, providing timely recognition and constructive feedback, and where staff supervision is relevant, promptly addressing underperformance.
- **Displaying personal drive and integrity**: demonstrating professionalism and integrity by following the APS values, providing honest advice, managing risks, and effectively representing the department – using initiative and taking responsibility to achieve goals, maintaining resilience under pressure, and committing to self-awareness and continuous personal development.
- **Communicating with influence**: communicating confidently and clearly by focusing on key points, using precise language, and selecting the best medium to ensure messages are concise and understood – actively listening and adapting communication by understanding the audience, appropriately tailoring messages, confirming others' views, and addressing misunderstandings promptly – negotiating confidently with a clear grasp of key issues and outcomes – anticipating stakeholder expectations – presenting persuasive arguments and gaining relevant support.

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 Insert Required 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 satisfactory complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Alison Smith, 0499 894 549
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762995

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

Closing Date:Tuesday 07 October 2025

Job Title	APS6 - Lawyer (Multiple Positions), Commercial Law and Privacy Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	$95,501 - $114,201
Future Merit Locations	Canberra, Sydney, Brisbane, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Minimum in-office 3 days per week
Classification	APS Level 6
Position Number	47130
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Legal, Legislation Liaison and Privacy Division in the department provides high quality, technically excellent, and practical legal advice, support and services to the department and Ministers' offices, on the diverse areas covered by the portfolio.

The Legal, Legislation Liaison and Privacy Division's Commercial Law teams are seeking several dynamic and talented APS6 commercial lawyers with legal practice experience to join our growing 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.

The Commercial Law team delivers 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;
- 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 national broadband and mobile projects;
- significant procurements, including ICT procurements;
- aviation, road and maritime transport projects such as establishing a fleet of maritime vessels;
- support of Australian culture and arts; and
- facilitating national sporting initiatives, including the 2032 Brisbane Olympics.

Successful applicants will collaborate with internal and external stakeholders to deliver legal advice and solutions to support key Australian Government outcomes that are crucial to the wellbeing of Australians and the prosperity of our nation. This is an exciting 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).

A merit pool may be established for future vacancies.

Duties

What will you do?

Working under the limited supervision of Senior Lawyers, Principal Lawyers and the General Counsel - Commercial and Privacy, you will be responsible for:

- taking carriage of commercial law matters, identifying legal risks and providing timely and accurate legal advice to assist the department achieve its objectives;
- drafting, reviewing and advising on key transaction and supporting contracts;
- contributing to the development and maintenance of the department's commercial law precedents;
- working constructively with internal and other Commonwealth Government stakeholders to inform, design and deliver effective and efficient legal options and solutions that meet the department's requirements;
- managing the efficient procurement of external legal services and ensuring those services provide value for money to the department; and

- contributing to team and organisational continuous improvement and skills/capability building initiatives, including by supporting internal training to the department on commercial law issues from time to time.

Who are we looking for?

A successful candidate for this position will be able to demonstrate their capability against the APS 6 Work level standards and will:

- 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;
- possess good attention to detail; be able to quickly understand the policy and legislative frameworks in which the department operates, and its strategic and operational objectives.
- be proactive and possess strong problem-solving skills;
- strive to continuously develop their legal and other skills, including by responding to constructive feedback; and
- operate with integrity and continuously uphold the APS Values and Statement of Expectations of Australian Government Lawyers.

While not essential, an ideal candidate would also have legal practice experience in one or more of the following:

- the resolution of commercial disputes;
- environment and/or planning matters;
- intellectual property and ICT matters; and/or
- Commonwealth policy and legislative/regulatory frameworks.

Eligibility

Eligibility requirements

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

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment**: The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check**: The successful candidate must satisfactory complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.
- **Qualifications**: Tertiary degree in law from an Australian tertiary institution, or a comparable overseas qualification which is appropriate to the duties of the position.
- **Admission as a legal practitioner**: however described, of the High Court or of the Supreme Court of an Australian State or Territory and the holding, or eligibility 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 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	Lalaine Kibbey, 02 6136 8049
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763028

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

Closing Date:Sunday 19 October 2025

Various

Job Title	APS4 Executive Assistant-Various Roles
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$77,294 - $83,994
Future Merit Locations	Various locations - ACT
Office Arrangement	Hybrid
Office Arrangement Details	There is the ability to discuss flexible home-based work arrangements where suitable
Classification	APS Level 4
Position Number	47154
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

Work with us

The department is responsible for the design and delivery of the Australian Government's infrastructure, transport, regional development, communications and arts policies and programs. The department’s work touches every Australian community and underpins our economy and society.

Our focus is on connecting Australians, enriching communities, and empowering our regions. We do this by providing policy advice to government, and delivering programs, services, and research for the benefit of all Australians.

The opportunity we have available

We are currently seeking to fill a range of Executive Assistant positions at the APS4 classification across the department. As an Executive Assistant you will manage the office of two Assistant Secretaries and work across branches or divisions to provide high level executive and administrative support.

This includes management of appointments, coordination of meetings and responding to incoming communications. You will be supporting your relevant Assistant Secretaries, along with providing a vital role in ensuring the smooth operation of your branch or division.

A merit pool will be established to fill vacancies for similar roles across the department over an 18-month period.

The duties of the APS4 Executive Assistant role generally include, but are not limited to:

- Providing support to the Assistant Secretaries through diary management, monitoring calls and emails, registering ingoing and outgoing correspondence, credit card reconciliation and travel management.
- Anticipate the requirements for, and initiate the timely preparation of briefing material prior to meetings attended by the Assistant Secretaries.
- Undertake research and preparation of correspondence as required and requested.
- Monitor branch and other Executive Assistant telephones and provide backup as required.
- Coordinate and work with relevant staff to provide responses to corporate documents (including annual reports).
- Work with Branch staff to ensure that all correspondence is managed appropriately ensuring all deadlines are met.
- Provide support to other areas of the Branch as requested.

Don't miss this exciting opportunity to be part of a network of Executive Assistants that collaborate and innovate across our department.

Duties

Who are we looking for?

To be successful in this role, you will need to demonstrate your ability to:

Achieve results by showing initiative and the ability to be proactive in a fast-paced environment.

Communicate effectively both written and verbal, delivering information in a variety of formats.

Collaborate across teams, using your excellent interpersonal and engagement skills to engage with senior leaders and a broad range of stakeholders and not be afraid to speak up.

Think strategically to scan current and emerging priorities, identify criticality of tasks and manage the outcomes as appropriate.

Exercise discretion in a position of trust.

Eligibility

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

- **Citizenship:** candidates must be an Australian citizen 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. 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.

RecruitAbility minimum requirements

Minimum requirements for this role include:

- Communicate effectively
- Speaking with influence
- Strong organisational skills

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

More information can be found at RecruitAbility scheme: A guide for applicants | Australian Public Service Commission.

Notes

How to apply

Applications for this opportunity close at **11.59pm AEDT, Sunday, 19 October 2025.**

In applying for this position, you will need to provide:

A CV of no more than three pages in length including the details of two professional referees: and answer the below question in a maximum of 400 words.

- *Tell us why you have applied for the APS4 Executive Assistant round in the department and how your current role and experience makes you ready and well suited for the role?*

Your application should be received through the department's online recruitment system. Applications via Indeed will not be accepted.

If you experience any issues with the system please contact via email at SESUnit@infrastructure.gov.au to discuss an alternative way to submit your application.

Please advise the contact officer if you require reasonable adjustments throughout the recruitment process. The department is committed to the accessibility of our systems. If you identify as someone with disability and you require accessibility assistance or more information, please email DiversityandInclusion@infrastructure.gov.au

Work with us. Apply now!

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

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To Apply

Position Contact	Luisa Solar, 6136 7949
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0762954

National Archives of Australia

Closing Date:Thursday 25 September 2025

Access and Public Engagement Communications, Marketing, Partnerships and Events

Job Title	Assistant Director Communication and Media
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$119,189 - $128,279
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	Requests for flexible working arrangements can be assessed on a case by case basis
Classification	Executive Level 1
Position Number	32837 / 497160
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

http://careers.naa.gov.au/cw/en/listing/

Who we are

National Archives of Australia (National Archives) provides leadership in the best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers and the community.

Our vision: National Archives is committed to being a world-leading archive and strives to strengthen Australia's cultural identity and democracy by connecting people with the evidence of Australian Government activities and decisions.

National Archives endeavour to meet the future needs of government and expectations of the Australian public in our rapidly changing digital environment. Underpinning the transformative strategies to enable, secure, connect and innovate is a drive for comprehensive digital capability and service delivery. National Archives is committed to:

- innovation
- collaboration
- inclusion

National Archives is also committed to developing the capability and expertise of our staff, we offer a Studies Assistance Program that supports staff to achieve individual goals as well as increasing their capacity to help achieve the National Archives' strategic objectives. Our Health and Wellbeing Program encourages and supports a healthier workplace and healthy lifestyle choices for all employees.

Duties

About the role

The Access and Public Engagement branch is the public face of National Archives of Australia, ensuring an accessible, visible, and well-interpreted national archival collection. It delivers description, examination, reference and research services, exhibitions, education programs, publishing, websites, marketing, and events nationally.

Within this branch, the Communication, Marketing, Partnerships and Events section promotes National Archives through publishing, brand management, marketing, public relations, media, social media, partnerships, events, international engagement and the Member Program. This supports National Archives' key role of providing an accessible national archival collection.

The Assistant Director Communication and Media is responsible for developing and implementing communications strategies and plans and media campaigns to raise the profile of National Archives and its services nationally. The successful candidate will require highly developed written and oral communication skills and experience in media or PR.

Under broad direction, the main duties of the role are to:

- Manage and lead media and communications within the team to deliver effective, professional and strategic outcomes within required timeframes, budgets and resources.
- Develop, implement and evaluate innovative and engaging communications strategies and media campaigns to assist National Archives achieve its corporate priorities, strategic and business goals.
- Manage media and public relations activities including issues management, media enquiries, media monitoring and preparing media releases and feature articles.
- Build and maintain effective, professional relationships with internal and external stakeholders, including local and national media, cultural institutions and government agencies.
- Develop communication plans and content for a range of channels and audiences including but not limited to corporate publications, speeches, long-form articles, multimedia and marketing collateral in liaison with the Assistant Director Marketing.
- Provide strategic leadership and guidance to a small team responsible for varied but related functions, including internal communications.
- Provide support to the Director-General, with a goal of increasing his presence amongst staff across all offices, in collaboration with business areas.

- Provide strategic advice and support to the Director Communications, Marketing, Partnerships and Events and Assistant Director-General Access and Public Engagement on communication best practice.
- Promote and apply the APS and National Archives values and contemporary people management principles and practices in diversity, workplace health and safety and participative management.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in Strategy 2025–2030: Evolving National Archives and Our Values

Tertiary qualifications or professional experience in a relevant and/or related field are highly desirable.

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline clearance level.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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 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	Rebecca McHarg, 02 6212 3438
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0763007

National Archives of Australia

Closing Date:Wednesday 24 September 2025

Executive

Job Title	Executive Assistants
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT, Cannon Hill QLD
Salary	$77,474 - $91,809
Future Merit Locations	Parkes, Cannon Hill
Office Arrangement	Flexible
Office Arrangement Details	Requests for flexible working arrangements can be assessed on a case by case basis
Classification	APS Level 4;APS Level 5
Position Number	497163 / Various
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

http://careers.naa.gov.au/cw/en/listing/

APS 4 positions are initially available in Parkes, ACT and Canon Hill, QLD

APS 5 position is initially only available in Parkes, ACT.

Who we are

National Archives provides leadership in the best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers, and the community.

Our vision: National Archives is committed to being a world-leading archive and strives to strengthen Australia's cultural identity and democracy by connecting people with the evidence of Australian Government activities and decisions.

National Archives endeavour to meet the future needs of government and expectations of the Australian public in our rapidly changing digital environment. Underpinning the transformative strategies to enable, secure, connect, and innovate is a drive for comprehensive digital capability and service delivery. National Archives is committed to:

- Innovation
- Collaboration
- Inclusion

National Archives is also committed to developing the capability and expertise of our staff. We offer a Studies Assistance Program that supports staff to achieve individual goals as well as increasing their capacity to help achieve the National Archives' strategic objectives. Our Health and Wellbeing Program encourages and supports a healthier workplace and healthy lifestyle choices for all employees.

Duties

About the role

National Archives provides leadership in best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers and the community.

The National Archives provides leadership and support to Australian Government entities, their employees working in information management, by setting standards for digital transformation, information and data management and records security. The Executive Assistant is responsible for providing high level support to their Assistant Director-General/Deputy Director-General and leadership team at the National Archives.

Under general direction the main duties of the APS 4 role are to:

- Provide executive support to their Assistant Director-General, including diary management, travel arrangements, secretarial support, preparation of correspondence, filing and office administration.
- Work collaboratively as part of the wider Executive Support team
- Coordinate and monitor inputs across the branches for Assistant Director-General clearance.
- Coordinate arrangements for branch meetings, external forums and stakeholder meetings.
- Liaise and negotiate with internal and external stakeholders and provide appropriate advice and assistance as required.
- Other duties as required to support the Assistant Director-General and the Branch.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.

- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in Strategy 2025–2030: Evolving National Archives and Our Values.

Under general direction the main duties of the APS 5 role are to:

- Provide executive support to the Deputy Director-General, including diary management, travel arrangements, secretarial support, preparation of correspondence and meeting papers, records management and office administration.
- Work collaboratively as part of the wider Executive Support team.
- Coordinate and monitor input across all Branches for Deputy Director-General clearance.
- Liaise with internal and external stakeholders and support the coordination of domestic and international meetings and speaking engagements.
- Provide secretariat duties as required at executive meetings.
- Monitor changes in the broader work environment that may impact the Deputy Director General.
- Provide training and leadership to Executive Assistant cohort.
- Other duties as required to support the Deputy Director-General.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in Strategy 2025–2030: Evolving National Archives and Our Values.

Previous experience as an Executive Assistant is desirable but not required.

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline or Negative Vetting 2 clearance level.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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 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	Donna Peat, 02 6212 3651
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Prime Minister and Cabinet

Vacancy VN-0762936

Aboriginal Hostels Limited

Closing Date:Monday 29 September 2025

Frontline Services
Western Australia - Perth, Broome, Kalgoorlie and South Hedland

Job Title	Casual Hostel Workers - Night Attendants, Cooks/Kitchenhands and Housekeepers
Job Type	Casual, Non-Ongoing
Location	Perth WA, Broome WA, Kalgoorlie WA, South Hedland WA
Salary	$59,520 - $64,877
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	VN-0762936
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Casual Hostel Workers to join our team as Night Attendants, Cooks/Kitchenhands and Housekeepers, and help create a safe, clean, and welcoming environment at our Western Australian Hostels located in Perth, South Hedland, Kalgoorlie and Broome.

As a Casual Hostel Worker with AHL, you will receive a competitive base rate with 25% Casual loading plus 15.4% superannuation. Generous shift penalties also apply for work after hours, weekends and public holidays.

AHL encourage diversity, welcoming all candidates and value the unique skills and perspectives each person brings. We provide flexible working arrangements to support people returning to the workforce, parents with care arrangements, and also offer weekend and nights shifts for those requiring irregular shift arrangements.

We offer rewarding experiences and rewarding employment conditions, with the opportunity to further your career within the Australian Public Service (APS).

This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you’re looking for stable employment in a supportive team where your efforts truly matter, we’d love to hear from you.

Duties

Multiple casual roles are available, including:

Cooks & Kitchenhands

- Prepare and serving meals for residents.
- Prepare and cleaning dining areas for residents
- Manage stock – including receiving, rotating, and monitoring food and kitchen supplies.
- Maintain a clean, safe and hygienic kitchen environment.

Night Attendants

- Provide property security, monitor and protect premises, and ensure the safety of residents.
- Complete general administrative tasks and record daily security activities.
- Attend to housekeeping duties, including upkeep of common rooms and grounds.
- Monitor and authorise entry and exit of residents, staff, and visitors.
- Respond to emergencies when required.

Housekeepers

- Perform daily cleaning tasks to maintain high cleanliness standards throughout the hostel.
- Maintain adequate cleaning supplies and linen, ensuring appropriate storage.
- Regularly inspect rooms for repairs and maintenance needs and report issues to the Hostel Manager or Assistant Manager.
- Support the team with general housekeeping and ad hoc cleaning tasks as required.

The Ideal Candidate

You will have an understanding of Aboriginal and Torres Strait Islander cultures and the ability to communicate respectfully and effectively.

While experience in a similar industry is desirable, what matters most is your ability to work effectively and positively as part of a team.

For Night Attendants: You must be available to work night shifts and be capable of managing emergency situations when they arise.

Eligibility

Prior to engagement, you are required to:

- Provide evidence of Australian Citizenship.
- Undergo, obtain and maintain a Satisfactory National Criminal History Check.
- Meet Fitness for Duty requirements.

Notes

Your Benefits

- **Competitive Pay & Benefits:** $59,520 – $64,877 per annum, with 25% Casual loading plus 15.4% superannuation and generous leave entitlements.
- **Career Growth:** Opportunities for career progression within the organisation.
- **Supportive Team Environment:** Be part of a friendly and inclusive team where your contribution is truly valued.
- **Employee Assistance Program:** Access to confidential, professional counselling services for employees, their partners, and dependants.

How to Apply

Complete the Application Form available from our website Work with us | Aboriginal Hostels Limited

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST on Monday 29 September 2025

Please include your name and the job reference (VN-0762936) in the subject line of your email.

For any questions about the role, please contact Marni Lowe on 0408 069 570 or at jobs@ahl.gov.au.

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 agency.

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Marni Lowe, 0408 069 570
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0763027

Aboriginal Hostels Limited

Closing Date:Wednesday 24 September 2025

NSW Operations
Tamworth Hostel

Job Title	Hostel Manager
Job Type	Full-Time, Ongoing
Location	Tamworth NSW
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 5
Position Number	5241
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Join Our Team and Make a Difference!

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Hostel Manager to join our team and help create a safe, clean, and welcoming environment at our TamworthHostel, Tamworth, NSW. 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.

Information for candidates: This is an affirmative measures process. An affirmative measure allows a particular job in the Australian Public Service to be open only to Aboriginal and/or Torres Strait Islander persons. The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the Racial Discrimination Act 1975. It is open to First Nations candidates only.

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.

Duties

Key responsibilities:

As a Hostel Manager, you'll take on a broader leadership role, overseeing all aspects of hostel operations while building strong relationships with local stakeholders to support First Nations residents during their stay. In addition to ensuring high standards in service delivery, safety, and cleanliness, you'll be responsible for team leadership, performance development, and continuous improvement. Your role will be 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 ensure compliance with AHL policies and operational guidelines, regularly report to the Operations Management Team, and liaise with AHL's National Office as required. This role requires a proactive manager with strong organisational and people skills, a commitment to excellence, and a passion for delivering services that make a positive impact.

The Hostel Managers tasks include:

- Supporting hostel teams in achieving AHL's goals by providing clear direction and guidance on work expectations and deliverables.
- Regularly conducting quality assurance checks of the hostel to ensure the hostel is meeting operational requirements addressing non-compliance and manage continual improvement in hostel operations.
- Regularly reporting to the Operations Management Team and National Office.

- Supporting AHL's vision to improve the quality of life and economic opportunities for First Nations People by providing safe, culturally appropriate and affordable accommodation.
- Liaising with internal and external stakeholders to support resident access to services and resources, and to ensure guest needs are attended to in an efficient and professional manner.
- Creating a culture of excellent customer service at the hostel ensuring guests feel welcome, culturally safe and comfortable at all times.
- Managing Hostel Operations in accordance with AHL's Operations Handbook, maintaining discretion and privacy of resident and staff information.
- Providing staff management, support and leadership including staff recruitment, induction, performance management, and providing development and training where needed.
- Resolving resident issues promptly to create a positive, culturally appropriate experience and quality stay for residents, showing respect for the diversity of residents' personal situations.

Our ideal candidate:

The ideal candidate is an experienced and driven leader with operational, people management skills and with a strong focus on customer service. You thrive in dynamic environments, are adept at building and leading effective teams, and are committed to delivering high-quality, person-centred services.

You are confident engaging with local stakeholders and ensuring residents are well supported throughout their stay. You bring a high level of professionalism, attention to detail, and an ongoing focus on improving service delivery in line with AHL's standards and strategic objectives.

Under the direction of the Operations Management Team, you will manage the day-to-day operations of the hostel in accordance with AHL policy, procedure, the Australian Public Service (APS) Code of Conduct and relevant APS legislation.

Eligibility

Candidates must have Australian citizenship and have ability to get and maintain police check and a NSW Working with Children Check.

Recruitment Initiatives

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.

Evidence of Aboriginal and/or Torres Strait Islander status

Applicants under the Affirmative Measure must meet the three criteria mentioned previously. Successful applicants will be required to provide evidence of Aboriginal and/or Torres Strait Islander status before they are appointed to the role. Suitable evidence of Aboriginal or Torres Strait Islander status may include:

- a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or
- a confirmation of Aboriginal and/or Torres Strait Islander status document executed by an Indigenous organisation.

If you are having trouble getting a confirmation, there are a number of resources to assist you:

- Australian Institute of Aboriginal and Torres Strait Islander Studies
- Link-Up
- Office of the Registrar of Indigenous Corporations
- National Aboriginal Community Controlled Health Organisation

Notes

How to apply

Complete the Application Form available from our website Work with us | Aboriginal Hostels Limited

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST on Wednesday 24 September 2025

Please include your name and the job reference (VN-0763027) in the subject of your email

Contact person: Beth Perin – 0477 783 130

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 agency.

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Beth Perin, 0477 783 130
Agency Recruitment Site	https://www.ahl.gov.au/work

This notice is part of the electronic Public Service Gazette PS37 Weekly Gazette Thursday (Vacancy Notices) - 18 September 2025.pdf Published by Australian Public Service Commission.

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- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Prime Minister and Cabinet

Vacancy VN-0763091

Aboriginal Hostels Limited

Closing Date:Sunday 05 October 2025

Top End

Job Title	Cooks, Housekeepers, and Night Attendants
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Katherine NT, Darwin NT, Nhulunbuy NT, Tennant Creek NT
Salary	$59,520 - $64,877
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 work is required
Classification	APS Level 2
Position Number	Multiple
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Hostel Workers to join our team as Night Attendants, Cooks and Housekeepers, and help create a safe, clean, and welcoming environment at our Top End hostels located in Katherine, Darwin, Nhulunbuy and Tennant Creek.

Generous shift penalties also apply for work after hours, weekends and public holidays. You will also receive 15.4% superannuation.

AHL encourage diversity, welcoming all candidates and value the unique skills and perspectives each person brings. We provide flexible working arrangements to support people returning to the workforce, parents with care arrangements, and also offer weekend and nights shifts for those requiring irregular shift arrangements.

We offer rewarding experiences and rewarding employment conditions, with the opportunity to further your career within the Australian Public Service (APS).

This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you’re looking for stable employment in a supportive team where your efforts truly matter, we’d love to hear from you.

Duties

Multiple roles are available, including:

Cooks & Kitchenhands

- Prepare and serving meals for residents.
- Prepare and cleaning dining areas for residents.
- Documenting a daily Food Safety Plan in accordance with the Food Safety Act.
- Manage stock – including receiving, rotating, and monitoring food and kitchen supplies.
- Maintain a clean, safe and hygienic kitchen environment.

Night Attendants

- Provide property security, monitor and protect premises, and ensure the safety of residents.
- Complete general administrative tasks and record daily security activities.
- Attend to housekeeping duties, including upkeep of common rooms and grounds.
- Monitor and authorise entry and exit of residents, staff, and visitors.
- Respond to emergencies when required.

Housekeepers

- Perform daily cleaning tasks to maintain high cleanliness standards throughout the hostel.
- Maintain adequate cleaning supplies and linen, ensuring appropriate storage.
- Regularly inspect rooms for repairs and maintenance needs and report issues to the Hostel Manager or Assistant Manager.
- Support the team with general housekeeping and ad hoc cleaning tasks as required.

The Ideal Candidate

You will have an understanding of Aboriginal and Torres Strait Islander cultures and the ability to communicate respectfully and effectively.

While experience in a similar industry is desirable, what matters most is your ability to work effectively and positively as part of a team.

Night Attendants: You must be available to work night shifts and be capable of managing emergency situations when they arise. Night Attendants receive generous shift penalties for their after hours work.

Housekeepers: Your shifts will be Monday to Friday - perfect for someone seeking stable weekday work with weekends free.

Cooks: Structured meal plan roster with no split shifts.

Eligibility

Prior to engagement, you are required to:

- Provide evidence of Australian Citizenship.
- Undergo, obtain and maintain a Satisfactory National Criminal History Check.
- Meet Fitness for Duty requirements.
- Hold and maintain a Working with Children Check.

Notes

Your Benefits

Competitive Pay & Benefits: $59,520 – $64,877 per annum plus 15.4% superannuation and generous leave entitlements.

Career Growth: Opportunities for career progression within the organisation.

Supportive Team Environment: Be part of a friendly and inclusive team where your contribution is truly valued.

Employee Assistance Program: Access to confidential, professional counselling services for employees, their partners, and dependents.

Generous shift penalties: Generous shift penalties apply for eligible work. Some hostels may also qualify for remote location assistance.

AHL is a workplace where you can grow and has the opportunity for career progression or a stable role at the level you prefer.

How to Apply

Complete the Application Form available from our website Work with us | Aboriginal Hostels Limited

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST on 5 October 2025.

Please include your name and the job reference (VN-0763091) in the subject line of your email.

For any questions about the role, please contact Denise O'Neill on 08 7904 0278 or at jobs@ahl.gov.au.

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 agency.

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and

meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Denise O'Neill, 08 7904 0278
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0762989

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Sunday 28 September 2025

Collections Services Group
Collection Preservation & Digitisation

Job Title	Team Leader Audio (Affirmative Measures)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
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	Due to the nature of this role, work will need to be completed onsite at Acton.
Classification	APS Level 6
Position Number	72_05/25
Agency Website	https://aiatsis.gov.au/

Job Description

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

About the Group

The Collections Services Group is responsible for the development, management, and preservation of the AIATSIS Collection. The Group manages, describes, preserves, and digitises the AIATSIS Collection.

About the Program

Preservation and Digitisation (CPD) Program sits within the Collection Services Group. The purpose of CPD is the preservation through digitisation and production for access of material that has been accessioned into the AIATSIS Collection. This collection includes audio, video, film, photographs, printed material as well as art and objects. CPD delivers: Preservation and digitisation; creation of digital assets from Collection Material, Digital restoration, printing, advisory services and technical services. CPD collaborates across AIATSIS to supply digital material to fulfil client requests and to support projects.

Role Summary

The Team Leader, Audio Preservation Digitisation leads a small team of specialist technical staff responsible for the digitisation of the AIATSIS Audio Collection. This important role provides the timely delivery of collection digitisation projects to meet documented technical standards with due

regard to the content and preservation requirements of cultural heritage collection material. This position reports to the CPD Assistant Director.

Duties

- manage the day-to-day operations of the Audio Digitisation team, including prioritisation, workflows, and training.
- coordinate with the Archival Management Unit, Client Access and Family History Unit and Project teams to deliver high quality digital derivatives of AIATSIS Collection material.
- collaborate with the CPD Assistant Director in developing in implementing operational Roadmap.
- under limited direction, maintain collection digitisation production KPIs and other expected deliverables.
- co-ordinate maintenance of specialist equipment, hardware and software and ensure any known issues are brought to the attention of the Assistant Director.
- provide collaborative support to the broader goals of AIATSIS in conjunction with colleagues.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- understands the diversity of Aboriginal and Torres Strait Islander peoples and their world views and shared connections to land and culture.
- understands the protocols for providing culturally appropriate services to Aboriginal and Torres Strait Islander clients.
- makes information accessible, culturally appropriate, and targeted to the audience.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will be a dynamic professional with high level specialist technical knowledge of, and applied experience in, the successful day to day delivery of cultural heritage collection digitisation tasks, projects, and outcomes.

You will come with the following skills, experience and attributes:

- proven ability in the management and development of a small, technically focused team.
- demonstrated high level specialist technical knowledge of, and applied experience in, the successful day to day delivery of cultural heritage collection digitisation tasks, projects, and outcomes.
- demonstrated understanding of the role of a major specialist collection in meeting the needs of Aboriginal and Torres Strait Islander people and researchers.

- demonstrated understanding of the demands of such a collection including understanding both the challenges posed by Indigenous Cultural and Intellectual Property Rights, and the concerns of Indigenous peoples when facilitating discoverability of material which contains Indigenous cultural heritage.
- demonstrated ability to identify and adapt to broader factors, trends and influences that may impact the team’s work.

Notes

Applications close **11.30pm** Sunday 28 September 2025.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation
- Medical clearance

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process.

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?

As all positions at AIATSIS are ‘Identified’ each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that

enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

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

To Apply

Position Contact	Cameron Burns, 02 6246 1165
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0762990

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date:Sunday 28 September 2025

Collections Services Group
Collection Preservation & Digitisation

Job Title	Team Leader Audio
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
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	Due to the nature of this role, work will need to be completed onsite at Acton.
Classification	APS Level 6
Position Number	110_09/25
Agency Website	https://aiatsis.gov.au/

Job Description

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

About the Group

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About the Program

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Role Summary

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regard to the content and preservation requirements of cultural heritage collection material. This position reports to the CPD Assistant Director.

Duties

- manage the day-to-day operations of the Audio Digitisation team, including prioritisation, workflows, and training.
- coordinate with the Archival Management Unit, Client Access and Family History Unit and Project teams to deliver high quality digital derivatives of AIATSIS Collection material.
- collaborate with the CPD Assistant Director in developing in implementing operational Roadmap.
- under limited direction, maintain collection digitisation production KPIs and other expected deliverables.
- co-ordinate maintenance of specialist equipment, hardware and software and ensure any known issues are brought to the attention of the Assistant Director.
- provide collaborative support to the broader goals of AIATSIS in conjunction with colleagues.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- understands the diversity of Aboriginal and Torres Strait Islander peoples and their world views and shared connections to land and culture.
- understands the protocols for providing culturally appropriate services to Aboriginal and Torres Strait Islander clients.
- makes information accessible, culturally appropriate, and targeted to the audience.

AIATSIS embodies Yindyamarra in everything we do

Skills, knowledge and personal attributes

To be successful in this role, you will be a dynamic professional with high level specialist technical knowledge of, and applied experience in, the successful day to day delivery of cultural heritage collection digitisation tasks, projects, and outcomes.

You will come with the following skills, experience and attributes:

- proven ability in the management and development of a small, technically focused team.
- demonstrated high level specialist technical knowledge of, and applied experience in, the successful day to day delivery of cultural heritage collection digitisation tasks, projects, and outcomes.
- demonstrated understanding of the role of a major specialist collection in meeting the needs of Aboriginal and Torres Strait Islander people and researchers.

- demonstrated understanding of the demands of such a collection including understanding both the challenges posed by Indigenous Cultural and Intellectual Property Rights, and the concerns of Indigenous peoples when facilitating discoverability of material which contains Indigenous cultural heritage.
- demonstrated ability to identify and adapt to broader factors, trends and influences that may impact the team's work.

Notes

Applications close **11.30pm** Sunday 28 September 2025.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation
- Medical clearance

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process.

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.

You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?

As all positions at AIATSIS are ‘Identified’ each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

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

To Apply

Position Contact	Cameron Burns, 02 6246 1165
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0762813

Department of the Prime Minister and Cabinet

Closing Date:Sunday 28 September 2025

Digital, Security and Workplace Operations Division
Digital Delivery Branch Prime Delivery

Job Title	Directors - ICT and Cyber
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$147,052 - $175,016
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 2
Position Number	PMC/2025/109
Agency Website	

Job Description

https://dpmc.nga.net.au/?jati=297C22B9-9EA2-3692-07A9-E4340925D7D7

*In exceptional circumstances, salaries between $175,017 to $185,343 may be considered – see the PM&C EA.

Who we are

The Digital, Security and Workplace Operations Division is a vibrant and professional team that provides IT services to PM&C, its partner agencies and the Prime Minister's Office. As part of the Corporate & Governance group, the division provides strategic advice and delivery across a range of digital services including digital strategy, architecture, applications, infrastructure, cloud, cyber security and project/program delivery.

The division works closely with government and industry bodies to ensure the department remains current with emerging technology, best practice and government priorities. Our team is agile, professional and flexible, and we thrive on our shared passion for excellence, continually pushing boundaries and supporting each other's growth.

What you will do

The department is seeking a broad range of candidates to uplift its digital operating environment. In additional to specific role requirements, the successful candidates will:

- Provide leadership to hybrid technical teams to deliver high-quality digital services to the department, partner agencies and Prime Minister's Office,
- Provide accurate, concise and timely advice and support to Senior Executive and high-office holders,
- Contribute to broader divisional and branch activities such as digital strategy, service delivery and internal capability building, and
- Be based in our Barton office in Canberra, while also accessing PM&C flexible work arrangements

As we undertake exciting and challenging ICT uplift activities, the department is seeking to fill the following roles:

Director, Technical Architecture

This role is responsible for the development and carriage of PM&C digital strategies and technical architecture, ensuring alignment with departmental plans, government priorities and emerging technology. Your exceptional written and verbal communication skills, coupled with a strong foundation in digital strategy and architecture, will see you succeed in driving the Division's direction. Qualifications (or equivalent experience) in enterprise architecture will be highly regarded.

Clearance required: Negative Vetting 1

Director, Cyber Strategy and Governance

This role leads the development and delivery of the department's Cyber Security Strategy and oversees the department's governance, risk and compliance functions. You will build and mentor a team of policy, advisory, and risk professionals who shape the department's cyber risk posture. Engaging with stakeholders at all levels across the department to set the strategic direction of cyber security, this role requires a high level of business acumen and cyber security expertise.

Clearance required: Positive Vetting or ability to obtain

Director, ICT Infrastructure & Cloud Operations

The ICT Infrastructure and Cloud Operations team oversees the department's production environment including networks, cloud tenancies, infrastructure and platforms, ensuring that the environment is secure, compliant, available and fit-for-purpose. This role would be suited to an experienced director or enterprise architect who is strategic, proactive and responsive. The successful candidate will use their careful planning and well-developed communication skills to liaise with partner agencies and high-office representatives.

Clearance required: Negative Vetting 2

Director, ICT Governance & Assurance

This role requires specialist experience in ICT program/project management and delivery in the areas of governance and assurance. Your excellent organisation and communication skills, coupled with a keen eye for detail, will see you thrive in delivering complex digital outcomes, managing governance and assurance processes and producing executive-level coordination, reporting and documentation. Experience in managing government programs and projects is preferred.

Clearance required: Negative Vetting 2

Director, Cloud Delivery

The Director of Cloud Delivery is an exciting new role that will lead a team of architects, engineers and analysts to develop the department's cloud presence. Leveraging your knowledge in cloud, including best-practice architecture, governance, operations and support, you will be accountable for ensuring the department's cloud offering is modern, fit-for-purpose, cost-effective and capable of supporting an increasing AI footprint.

Clearance required: Negative Vetting 2

Director, ICT General (merit pool/expected vacancies)

These roles are expected vacancies/merit pool positions for ICT specialist directors in the areas of applications, architecture, strategy, engagement, project management and delivery. Your experience in leading high-performing technical teams, engaging with high-office stakeholders and producing executive communication, combined with your qualifications (or equivalent experience) in an ICT field, will set you up for success in this role.

Clearance required: Negative Vetting 2

Duties

Our ideal candidate will perform at the EL2 level in accordance with the PM&C Performance model.

In additional to the required technical skills and experience, the ideal candidate will:

- have strong analytical and written communication skills,
- have the ability to quickly and accurately synthesise material from a diverse range of sources into targeted briefing,
- have the judgement to manage competing priorities with limited supervision,
- have experience in managing technology services and delivery in high-pressure environments,
- display relevant technical capability in line with the specific role requirements (as outlined above), and
- bring a proactive mindset with a high level of professionalism, integrity, and a strong drive to deliver outcomes.

Prior experience working in government is desirable but not essential. We value a broad range of experience from public and private sector and the diverse perspectives varied experience can bring. Qualifications and certifications in a relevant technology field are desirable.

Information Sessions

Additionally, we will be holding virtual information sessions for prospective candidates. Please use this link to register your interest.

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen by the completion of the recruitment process, except under exceptional circumstances.

- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the 2 year limit.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

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

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

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	Jane Hill, (02) 6271 5462
Agency Recruitment Site	https://dpmc.nga.net.au/?jati=297C22B9-9EA2-3692-07A9-E4340925D7I

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Prime Minister and Cabinet

Vacancy VN-0762830

Department of the Prime Minister and Cabinet

Closing Date:Sunday 28 September 2025

Ministerial Support Division
Communications Content, Strategy and Production

Job Title	Internal & Change Communications Advisers, Communications Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$98,314 - $110,483
Future Merit Locations	Canberra, Barton
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	APS Level 6
Position Number	PMC/2025/106
Agency Website	

Job Description

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

Who we are

The Content, Strategy and Production team is at the forefront of the department's, internal, corporate and strategic communications, delivering on the priorities of the department and government. We are a highly-skilled multidisciplinary team comprising of internal and external communications strategists, social media experts and multimedia professionals. We work together and with the wider branch to develop and deliver considered and strategic communications strategies and content plans that achieve the objectives of our clients.

Communications Branch provides media and communications support to the Prime Minister, portfolio ministers, the department, portfolio agencies and taskforces. Life in the branch is dynamic, fast-paced and varied.

What you will do

In this important and highly valued role, you will help reform organisational culture and make sure staff have access to information that is critical for them to succeed. You will work with people from across the department at all levels, from your fellow APS colleagues, to Senior Executives and the Secretary's Office. You will have an opportunity to have impact and influence across PM&C.

You will draft and implement internal communication strategies and campaigns, manage content across our digital channels, and collaborate across the branch to ensure consistent internal messaging. This includes creating and coordinating content for staff newsletters, the intranet, internal events and change projects.

Our internal and corporate communication is varied and interesting. If you like variety, where no day is the same, PM&C is for you.

Duties

We are looking for people who are comfortable with uncertainty and complexity, have excellent judgement and good people skills, and who can liaise comfortably with client areas and stakeholders at all levels to deliver communication advice and support on time and to a high standard.

Our ideal candidates will have a strong work ethic, and stakeholder and project management skills, as well as experience in strategic and/or internal communications, change communications or community engagement through intranet and web content.

We welcome candidates with backgrounds in government and non-government (including private and not-for-profit) who are interested in applying their skills to a diverse range of subject matters.

Positions are available now and we are looking to fill ongoing and non-going roles. A merit pool will also be established to fill future vacancies over the next 12 months.

The specific skills and capabilities we are looking for are:

- Exceptional writing and communication skills. Knowledge and implementation of the Australian Government Style guide is a bonus.
- Experience in developing and implementing multi-channel communications strategies and/or change communication strategies, demonstrating you know how to target audiences with the right message at the right time through the right channels.
- Great client liaison skills. You will work with other areas of the department to understand their communication requirements and provide strategic communications advice and guidance.
- Sound project management skills – you use your time wisely and can respond flexibly to meet ever changing priorities in a fast-paced environment.
- You are a team player who is not afraid to step-up and accept a challenge or pitch-in and help the team when necessary.
- The ability to collaborate, exercise good judgement and pay particular attention to detail.
- A minimum of 3 years' experience working in a communications, internal change management or public relations role is preferred.
- A minimum Baseline security clearance or ability to obtain a clearance is required.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen by the completion of the recruitment process, except under exceptional circumstances.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the 2 year limit.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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	Helene Banks, (02) 6271 5171
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0762911

National Indigenous Australians Agency

Closing Date:Wednesday 01 October 2025

West and South
Kimberley Region East Kimberley

Job Title	Engagement Director – East Kimberley Region
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Kununurra WA
Salary	$147,052 - $175,016
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 NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	Executive Level 2
Position Number	NIAA/2025/139
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=82C57514-6835-BCC1-A8C5-E4340751AF29

We are looking for an experienced and motivated professional to fulfil the requirements of a leadership role, heading up an engagement team based in Kununurra, in the Eastern Kimberley Region, WA. You will be leading a diverse team and engaging with First Nations communities and service providers to deliver outcomes in line with community aspirations on behalf of the Australian Government.

We offer challenging, interesting and stimulating work, engaging across all levels of government and working directly with the community. The successful candidates will be responsible for implementing and delivering a range of government initiatives and commitments that support and improve the wellbeing of First Nations Peoples.

As an Engagement Director you will be responsible for:

- working across large regions within the Kimberley
- working with the Assistant Engagement Director to set priorities for Engagement Officers to achieve objectives
- build, maintain and leverage relationships across governments and service providers to work locally with First Nations peoples to maximise economic and social development in the region

- driving the implementation of the Empowered Communities model in the Kimberley Region through close engagement with internal colleagues and the relevant Empowered Communities backbone organisation
- developing effective strategic partnerships with a broad range of stakeholders including First Nations peoples, community partners, business and organisations
- managing stakeholder expectations of the NIAA work program, priorities and program change, considering local and cultural sensitivities and stakeholder business imperatives
- leading and supporting employee performance and contribution to regional results
- providing strategic advice and specialist expertise across a broad range of activities including community engagement, customer service delivery, policy development and culture.

Duties

Our ideal candidates are self-starters, with objective judgement and demonstrate strong organisation abilities, with a results-oriented mindset.

To succeed in these roles, successful candidates will demonstrate the following skills and capabilities:

- an ability to build a collective sense of purpose and direction to support NIAA's vision; engage in other parts of the broader business to assist in the overall delivery of the branch goals; stay attuned to the broader strategic environment across government
- the ability to evaluate ongoing branch and project performance, develop capability in teams to consistently deliver quality outcomes; mitigate risk by building strong processes and service offers to support delivery; lead change by offering a clear direction, unambiguous messaging and a visible presence
- the ability to treat NIAA staff and stakeholders with respect and courtesy; facilitate cooperation and partnerships to deliver corporate outcomes; nurture relationships by building organisational and inter-agency networks; identify and facilitate learning opportunities for self and others; exemplify management of underperformance
- the ability to act professionally at all times and operate within the boundaries of organisational processes and legal and public policy constraints; work within and promotes NIAA's values; demonstrate personal risk by challenging important issues constructively; stand by own position and supports others when required; persist and focus on achieving objectives in challenging and highly complex situations; be an effective organisational representative in all forums and interactions with senior stakeholders
- be able to communicate tailored information and messages confidently, with demonstrated cultural competence; understand the audience, anticipating reactions and be prepared to respond; approach sensitive and complex negotiations with deliberate consideration; seek support of key stakeholders in advance; be well prepared to negotiate persuasively to deliver a final outcome that is mutually beneficial.

Tertiary qualification in a relevant field or relevant work experience is desirable.

A current Australian driver’s license is a requirement.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

A non-ongoing offer may result in conversion to an ongoing offer of employment, however this must occur within 18 months from the opening date of this advertisement.

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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 agency.

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Bec Smith, 0447 164 438
Agency Recruitment Site	https://niaa.nga.net.au/?jati=82C57514-6835-BCC1-A8C5-E4340751AF2

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Prime Minister and Cabinet

Vacancy VN-0762860

Northern Land Council

Closing Date:Wednesday 24 September 2025

Job Title	Compliance and Risk Lead
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	$135,500 - $135,500
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	on site
Classification	
Position Number	GC10
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/Compliance+and+Risk+Lead/in/Australia/9611511/

- **Location:** Darwin
- **Status:** Full-time

- **Salary Package:** $135,500 (Including District Allowance and Super)

The Northern Land Council (NLC) is seeking an experienced Compliance and Risk professional to strengthen corporate governance and embed best-practice compliance across the organisation. This is a unique opportunity to influence positive organisational culture, improve risk management systems, and ensure compliance with legislative and governance obligations while supporting the rights and interests of Traditional Owners across the Top End.

Duties

About the Role

Reporting to the Governance Compliance and Risk Manager this position is responsible for the effective monitoring, reporting, and continuous improvement of compliance and risk outcomes across the NLC. You will lead the implementation of the NLC's Enterprise Risk Management Framework and Compliance Management Framework, ensuring alignment with legislative obligations, corporate planning, and reporting requirements. The role also oversees internal audit workplans, complaints management, gifts and benefits registers, and compliance health checks, while developing strategies to address non-compliance and high-risk matters. This position works collaboratively across the organisation, providing advice, training, and coaching to managers and staff. It is central to embedding a culture of governance excellence and accountability in support of the NLC's strategic objectives.

Eligibility

What you will Bring

You're a confident and strategic governance professional with the skills to lead compliance, manage risks, and influence organisational outcomes. You are solutions-focused, culturally aware, and committed to fostering strong governance frameworks that build trust and accountability.

In addition to this, you will have: -

- Bachelor degree in Commerce, Law, Business, Risk Management, Governance or related discipline.
- Minimum of five (5) years' relevant experience in governance, compliance, risk, fraud or complaints management.
- Minimum of five (5) year leadership experience.
- Demonstrated ability to interpret legislation and policies in complex compliance roles.
- Strong judgement and decision-making skills, with experience working in politically sensitive environments.

Notes

What's in it for you?

This is an opportunity to make a significant impact by strengthening compliance and risk systems that protect Aboriginal land rights and support Traditional Owner decision-making. You'll work in a collaborative and culturally rich environment where governance, accountability and continuous improvement are valued.

We offer:

- **Competitive Base Salary**
- **15% superannuation** and salary sacrificing up to $15,900 + **meal entertainment and holiday accommodation** benefits up to $2,650 per year.
- Other benefits under our Enterprise Agreement include:
  - **District allowance** of up to $4,797 per annum for individuals with dependents and $2,630 without dependents.
  - Generous leave provisions **5 weeks annual leave**, leaving loading, 18 days personal leave;
  - **Paid Christmas** close down;
  - Upon completion of 12 months of service an **Annual airfare** with a net (in hand) value of $3,177

Interested applicants should send a copy of their CV along with a cover letter outlining why you are interested in this position and what relevant skills and expertise you will bring to this role?

This is an Aboriginal prioritised position.

Under the Anti-Discrimination Act 1992 (NT), eligible Aboriginal applicants will be given priority consideration. All other applicants will be considered only where no suitable Aboriginal applicant is identified.

If you have any further queries please contact - Sarah Arblaster mobile – 0456 99 11 35

Applications Close: Wednesday 24 September

About the NLC

The Northern Land Council (NLC) is an independent statutory authority of the Commonwealth. The NLC is established under the *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth) and its purpose is to serve its constituents who are Traditional Owners and other Aboriginal people living in their region. Cultural knowledge and lived experience are central to the work that we do here at NLC. We are committed to enhancing Aboriginal peoples social, political and economic participation by supporting their aspirations and amplifying their voices on a range of issues impacting on their lands, seas, culture and communities.

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 agency.

About the Northern Land Council

To Apply

Position Contact	Sarah Arblaster, 0456 991 135
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Compliance+and+Risk+Lead/in/A

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Prime Minister and Cabinet

Vacancy VN-0763025

Office of the Official Secretary to the Governor-General

Closing Date:Monday 29 September 2025

Job Title	Manager, Financial Accounting
Job Type	Full-Time, Ongoing
Location	Yarralumla ACT
Salary	$119,751 - $129,291
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	Office arrangements may be negotiated
Classification	Executive Level 1
Position Number	139
Agency Website	https://www.gg.gov.au/office-official-secretary-governor-gene

We are seeking a highly motivated, energetic and passionate person with a commitment to excellence, to work as part of a small team and lead the financial accounting requirements for the Office of the Official Secretary to the Governor-General (the Office).

The successful candidate will be responsible for undertaking or overseeing a range of business and accounting functions under the direction of the Chief Finance Officer (CFO) and with the assistance of their staff. You are expected to have proven ability and demonstrated working experience in the accounting field, leadership and collaboration, and a capacity for clear and concise written and verbal communication in dealing with finance matters.

Duties

· Preparation of financial statements

· Preparation of Portfolio Budget Statements

· Management of external audit activity

· Management and support for the Office's internal audits

· Management of the Office's Audit Committee function, including preparation of quarterly papers and Secretariat support

· Meeting external reporting requirements

· Oversight of accounting operations activities, including support for management accounting function as required

· Insurance, non-financial performance and risk management

· Development and implementation of accounting policy and procedures

· Contribute to projects and continuous improvement initiatives

Eligibility

A CA or CPA professional membership is required to fulfill this role.

Applicants must be Australian Citizens.

National Criminal Check and a Negative Vetting 1 security clearance, as a minimum.

Notes

Employment with the Office is in accordance with section 13 of the Governor-General Act 1974. If you are an ongoing APS employee and are engaged under the Public Service Act 1999, Under

section 67 of the Australian Public Service Commissioner's Directions (2022) - an Agency Head must grant leave without pay to an ongoing APS employee to undertake employment with the Office of the Official Secretary to the Governor-General and on return provide employment at the employee's substantive level.

About the Office of the Official Secretary to the Governor-General

The Office of the Official Secretary to the Governor-General (OOSGG) is a small Commonwealth budget-funded statutory agency with staff located at Government House, Canberra and Admiralty House, Sydney. The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out their constitutional, statutory, ceremonial and public duties.

To Apply

Position Contact	Debbie Banerjee, 0499 874 575
Agency Recruitment Site	https://www.gg.gov.au/office-official-secretary-governor-general/recruitme

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Prime Minister and Cabinet

Vacancy VN-0762861

Torres Strait Regional Authority

Closing Date:Sunday 28 September 2025

Administration
Administration Economic Development Program

Job Title	Project Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD
Salary	$115,443 - $140,283
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	Executive Level 1
Position Number	T01917
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

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

As a Project Manager you will have responsibility for leading a small team to achieve the effective implementation of projects and activities within the Economic Development Program. You will work collaboratively with other Project Managers to ensure integration between projects and Programs across the organisation to deliver outcomes for the Torres Strait Development Plan.

Duties

Project Managers need to be flexible and respond to a rapidly changing context and environment.

Program Delivery

• Support and assist clients to access the Program’s suite of services.

• Manage and monitor delivery of program outcomes, including identifying opportunities to improve program outcomes and make recommendations on program changes.

• Ensure that program activities recognise and respect the unique Ailan Kastom of the Torres Strait.

• Provide high level support and advice to the Program Manager and assist in the management of the Economic Development Program as required

• Contribute to strategic planning, policy development, managing and implementing projects related to economic development.

• Preparing briefing papers, reports, project schedules, correspondence and other written documents for both internal and external audit

Resource and Risk Management

• Contribute and assist with the program budget and resources in order to achieve outcomes in the most cost effective manner. This includes coordinating with other Project Manager’s to maximise organisational resources.

• Manage program issues and risks, escalating any risks of a strategic nature to the Program Manager.

Relationships with Clients and Stakeholders

• Identify and develop linkages between programs and policies and working collaboratively across the TSRA and the wider government and non-government sectors;

• Develop and maintain strong relationships with clients to facilitate open communication in the identification and resolution of program related issues.

• Represent the organisation at executive level and multi-agency / cross-government forums to report on progress of programs, identify opportunities for integrated service delivery and promote the organisation's capabilities.

Learning, People and Culture

• Foster a collaborative team environment that shares lessons learned to ensure a continuous improvement approach is taken to project management and service delivery.

• Foster strong relationships within and across the organisation to facilitate delivery of projects and share learning in growing project delivery capacity.

• Develop and support staff to achieve the vision and objectives of the TSRA and to realise their own potential.

Eligibility
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 agency.

About the Torres Strait Regional Authority

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

To Apply

Position Contact	Tania Hirakawa, 0740690700
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&Cu

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Prime Minister and Cabinet

Vacancy VN-0763001

Torres Strait Regional Authority

Closing Date:Sunday 05 October 2025

Job Title	Vessel Operations Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD
Salary	$94,563 - $105,910
Future Merit Locations	Thursday Island
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	T02007
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

The Vessel Operations Manager is responsible for ensuring the safe, compliant, and effective operation of the agency's vessel fleet. This role serves as the Designated Person Ashore (DPA) under the National Law and AMSA requirements, providing critical oversight of maritime operations while supporting the professional development of vessel masters who serve as rangers in field operations.

Duties

Vessel Compliance & Regulatory Management

· Serve as the Designated Person Ashore (DPA) in accordance with the *Navigation Act 2012* and *Marine Safety (Domestic Commercial Vessel) National Law.*

· Ensure all vessel operations comply with AMSA requirements, including safety management systems, crew certification, and vessel surveys

· Maintain comprehensive knowledge of domestic commercial vessel regulations and ensure fleet compliance with all applicable maritime legislation

· Oversee vessel registration, certification, and survey requirements across the fleet

· Develop and maintain safety management systems (SMS) for all vessels in accordance with AMSA standards

· Coordinate with marine surveyors, and AMSA officials as required

Workplace Health & Safety

· Implement and maintain WHS systems specifically tailored to maritime operations and remote area work

· Conduct regular safety assessments and risk analyses for vessel operations

· Develop and review safe operating procedures, emergency response plans, and crew safety protocols

· Investigate maritime incidents and near-misses, implementing corrective actions and lessons learned

· Ensure compliance with *Work Health and Safety Act 2011* and associated regulations in maritime contexts

· Coordinate safety training programs and maintain safety equipment inventories

Training & Professional Development

· Design and deliver training programs for vessel masters and crew members

· Assess competency levels of ranger vessel masters and develop individualised training plans

· Coordinate with Registered Training Organisations (RTOs) for formal maritime qualifications

· Maintain training records and ensure currency of all crew certifications and endorsements

- Mentor junior maritime personnel and support career progression pathways
- Develop standard operating procedures and best practice guidelines for vessel operations

Operational Management

- Oversee day-to-day vessel operations, including scheduling, logistics, and resource allocation
- Manage vessel maintenance programs and coordinate dry-docking, repairs, and equipment upgrades
- Liaise with contractors, suppliers, and service providers for vessel-related services
- Monitor vessel performance, fuel consumption, and operational efficiency
- Prepare operational reports, budget submissions, and compliance documentation

Eligibility

Mandatory Requirements

- Experience working with First Nations staff and communities
- Australian citizenship or permanent residency
- Ability to obtain and maintain a blue card
- Current Australian driver's license
- Ability to travel extensively and work in remote locations

Professional Qualifications

- Minimum Coxswain Grade 1 (AMSA)
- Marine Radio Operator's Certificate of Proficiency
- Current First Aid and CPR certification

Desirable Qualifications

- Tertiary qualification in maritime studies, engineering, or related field
- Advanced maritime qualifications
- Training and Assessment (TAE) qualification
- WHS qualifications (e.g., Certificate IV in Work Health and Safety)

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 agency.

About the Torres Strait Regional Authority

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

To Apply

Position Contact	Daniel Beard, 0488082162
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&Cu

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Social Services

Vacancy VN-0762835

National Disability Insurance Agency

Closing Date:Thursday 02 October 2025

QLD Division
QLD Service Delivery Branch

Job Title	APS4/APS5 Planner (General & Affirmative Measures - Disability & First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Cairns QLD, Chermside QLD, Beenleigh QLD, Bundaberg QLD, Caboolture QLD, Hervey Bay QLD, Inala QLD, Ipswich QLD, Mackay QLD, Maroochydore QLD, Mount Gravatt QLD, Robina QLD, Rockhampton QLD, Toowoomba QLD, Townsville QLD, Woodridge QLD
Salary	$76,737 - $93,253
Future Merit Locations	Various locations - QLD
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered. Remote working arrangements will not be available.
Classification	APS Level 4;APS Level 5
Position Number	2548_09/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

QLD Service Delivery Branch is responsible for engaging with participants and managing participant plans and supports. Planning teams provide direct service delivery for NDIS participants; engaging with participants and managing participant plans and supports to ensure nationally consistent participant experiences aligned to the Participant Service Guarantee.

This application is for both APS4 and APS5 level Planners.

APS4 Planner

The APS4 Planner role is a team membership position that will work within defined parameters relating to the team's area of responsibility. The role requires the application of well-established policy, principles, practices and procedures to achieve outcomes that support and contribute to NDIA's objectives to 'build a world-leading National Disability Insurance Scheme'.

You will provide operational and administrative support that is informed and directed by sound knowledge in service delivery areas and undertake some research and analysis activities.

As an APS4 Planner you will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of service delivery matters to resolve moderately complex enquiries.

APS5 Planner

The APS5 Planner will be required to undertake planning activities and tasks using available information where options are not always evident. The position will be required to perform procedural, clerical, administrative and operational tasks that supports and contributes to NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

It is a team membership position and where required, you will perform work that involves team leadership responsibilities requiring the setting of priorities and allocating work to other lower-level team members within a team.

As an APS5 Planner, you will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of service delivery matters to resolve moderately complex to complex enquiries.

Duties

APS4 Planner

Duties of the Role may include:

• Gathering information from participants and planning partners over the phone or in person, to enable high-quality planning and evidence-based decision-making.

• Using a range of policies, practice guidance and legislation to make funding decisions in relation to participant plans to complement informal, community and mainstream supports.

• Working closely with participants and their representatives to identify current and future supports, and informal, mainstream and community support options to achieve plan outcomes.

• Liaising with key stakeholders including Partners in the Community to deliver services to participants.

• Resolving issues and complaints in relation to participant plans.

• Completing administrative and data entry tasks relating to participants.

• Contributing to the achievement of key performance indicators, including planning targets.

APS5 Planner

Duties of the Role may include:

• Contributing to management of workflow in collaboration with team leadership.

• Gathering information from participants and their representatives, planning partners and multiple stakeholders, to enable high-quality planning and evidence-based decision-making.

• Determining funded supports to be included in participant plans to complement informal and formal supports.

• Working closely with participants and their representatives to identify current and future supports, and informal, mainstream and community support options to achieve plan outcomes.

• Resolving issues and complaints in relation to participant plans.

• Completing administrative and data entry tasks relating to participant records and task workflows.

• Contributing to the achievement of key performance indicators, including planning targets.

The ideal candidates will:

• Have a willingness to work within a team environment.

• The ability to work within a dynamic fast paced environment and work to deadlines/ timeframes.

• A positive contemporary attitude to people with a disability and value social inclusion and diversity

• Adaptable communication and people skills.

• The ability to manage confidential and sensitive information

• Flexibility and be able to work under general supervision and direction

• High levels of integrity and professionalism to support our values and mission

• Experience in the disability and/or allied health sector would be desirable; however it is not essential

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker

Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

As these roles are required to be performed from **Beenleigh, Bundaberg, Caboolture, Cairns, Chermside, Hervey Bay, Inala, Ipswich, Mackay, Maroochydore, Mount Gravatt, Robina, Rockhampton, Toowoomba, Townsville** and **Woodridge** offices, remote working locations will **not** be considered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check and provide evidence of Australian Citizenship.

This position will be offered as ongoing or non-ongoing. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 18 months may be offered. Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	DFP, 1300 138 337
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0762960

National Disability Insurance Agency

Closing Date:Thursday 02 October 2025

QLD Division
QLD Service Delivery Branch QLD Remote

Job Title	APS5 Planner (General & Affirmative Measures - Disability & First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Mount Isa QLD
Salary	$86,624 - $93,253
Future Merit Locations	Mount Isa
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	APS Level 5
Position Number	2479_08/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

QLD Service Delivery Branch is responsible for engaging with participants and managing participant plans and supports. Planning teams provide direct service delivery for NDIS participants; engaging with participants and managing participant plans and supports to ensure nationally consistent participant experiences aligned to the Participant Service Guarantee.

The APS5 Remote Planner will be required to undertake planning activities and tasks using available information where options are not always evident. The position will be required to perform procedural, clerical, administrative and operational tasks that supports and contributes to NDIA’s objectives to “build a world-leading National Disability Insurance Scheme”.

As the APS5 Remote Planner you will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of service delivery matters to resolve moderately complex to complex enquiries.

for people.

You will be passionate about working in your local rural and remote communities to support people in the communities with their NDIS journey. Attend external locations offsite including participants' homes (which may have multiple stories or be accessible only via uneven ground, stairs). Perform high levels of phone usage and/or face to face work. Drive vehicle over possible long distances in remote locations on unsealed roads and in all traffic and weather conditions, including the capacity to deal with minor vehicle problem (e.g., changing a tyre). Travel via light aircraft may be required to access remote communities. You will require physical capacity and mobility to safely navigate uneven terrain, including unsealed roads, footpaths, steps and stairs, in a variety of weather conditions.

Duties

Duties of the Role may include:

- Working with service providers and participants to gather and verify relevant information to facilitate access, plan development, ensure successful plan implementation and maintain community supports.
- Developing outcome-based plans reflecting participant choice and control within a reasonable and necessary framework.
- Undertaking reviews of plans with participants, delivering and approving plans to meet targets.
- Building participant capacity to maintain effective networks by liaising with individuals, families/ carers and their communities to improve natural and community supports.
- Providing information to members of the community about the NDIS, mainstream services and community supports to improve participation and inclusion.

Eligibility

The ideal candidate will:

- Well-developed understanding of relevant legislation, policy frameworks, and procedures.
- Exercise sound judgement to resolve complex or difficult issues.
- Strong attention to detail and ability to conduct thorough research and analysis.
- Proven ability to work independently, manage competing priorities and proactively take initiative.
- Ability to communicate information clearly and concisely.
- Experience working within a high-performing team and thriving in a fast-paced work environment.
- Excellent interpersonal skills to effectively develop and maintain stakeholder relationships.
- Excellent verbal and written communication skills to effectively present and collaborate with stakeholders.
- Maintain a positive and contemporary attitude towards people with disability.
- Ability to understand, communicate and interact effectively with people from diverse cultural backgrounds, including remote Indigenous communities.

Notes

These roles are to be performed from Mount Isa and alternate/remote working locations won’t be considered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and Working with Children Check and provide evidence of Australian Citizenship.

This position may be offered as ongoing or non-ongoing.

We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 6 months may be offered.

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

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 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 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 agency.

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Karyn Jones, 0457 116 775
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0763078

National Disability Insurance Agency

Closing Date:Wednesday 01 October 2025

Reviews and Information Release Division
Info Release Privacy and Legal Ops Branch

Job Title	EL1 Assistant Director Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Surry Hills NSW, Geelong VIC, Richmond VIC, Adelaide SA, Brisbane QLD
Salary	$120,530 - $131,919
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	Work from home arrangements to be discussed with line manager
Classification	Executive Level 1
Position Number	2568_09/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

A new role awaits

Are you a values-driven leader with a strong commitment to Governance frameworks and Secretariat practises? Do you thrive in dynamic environments that require high attention to detail,

strategic thinking, and exceptional communication skills? The National Disability Insurance Agency (NDIA) is seeking an experienced Assistant Director to join our Strategy, Reporting and Governance team. This is a unique opportunity to lead and shape governance practices that support strong decision-making.

The **Governance team** sits in the Information Release, Privacy and Legal Operations (IRPLO) Branch. This team plays a critical role in supporting transparent, accountable and well-informed decision-making across the division. The team coordinates and delivers secretariat services for key governance forums, including the Appeals Litigation Oversight Committee (ALOC), Pre-ALOC and other governance forums.

Working in a fast-paced and high-trust environment, the team ensures forums and committees run smoothly by managing meeting logistics, preparing high-quality documentation and tracking follow-up actions. This is a supportive and high-performing team that values professionalism, precision and partnership.

The **IRPLO Branch** is responsible for providing operational support and uplifting through the management of all recruitment and procurement, learning and development, continuous improvement, strategy and reporting, legal operations, and communications and engagement activities. The Branch also manages the Agency's Freedom of Information (FOI), Participant Information Access (PIA), and Agency Privacy Incident Management functions.

Duties

Where you can add value

As the EL1 Assistant Director Governance, you will lead the Secretariat team responsible for supporting key governance forums across the division, including the Appeals Litigation Oversight Committee (ALOC), Pre-ALOC and other governance forums. The role ensures these committees run smoothly by overseeing meeting coordination, documentation and follow-up actions.

Duties include:

- **Lead and manage the secretariat function** across governance forums and committees relating to reviews and integrity.
- **Provide leadership and oversight to secretariat officers**, setting clear expectations, monitoring performance, and fostering a culture of excellence, collaboration and continuous improvement.
- **Review and approve committee documentation** including agendas, minutes, submissions and action registers. This will ensure accuracy, consistency, and compliance with governance standards and executive-level requirements.
- **Oversee the delivery of secretariat services** for high-level governance forums, including the Appeals Litigation Oversight Committee (ALOC) and governance forums, ensuring timely and effective support.
- **Manage quality assurance processes** for all secretariat functions, including reviewing and editing documents to a high standard, ensuring alignment with approved templates and formats for senior executive audiences.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Jess Robertson, n/a
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0763045

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 01 October 2025

NQSC Commissioner Division
Legal Services and Internal Integrity Administrative Review & Governance

Job Title	Administrative Review Officer - Affirmative Measure Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Parramatta NSW, Perth WA, Penrith NSW
Salary	$88,155 - $94,143
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	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 5
Position Number	179_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Administrative Review & Governance team is responsible for the following functions:

- Coordinating the process for compliance by the NDIS Commission with its legislative obligations.
- Processing requests for NDIS Commission documents under the Freedom of Information Act 1982 (Cth).
- Co-ordinating internal reviews of decisions made by the NDIS Commission under the National Disability Insurance Scheme Act 2013 (Cth) (NDIS Act).
- Managing the NDIS Commission's privacy function, including handling privacy inquiries, privacy complaints and requests for access to and correction of personal information under the Privacy Act 1988 (Cth); and
- Building capability across the organisation, including providing education to Commission staff.

We have an excellent workplace culture that is inclusive, friendly, collaborative and diverse. The successful candidate will join a supportive, hardworking and collaborative team working on a diverse range of very interesting and challenging matters. We invest in the professional development and career progression of our staff.

Duties

The Administrative Review Officer is responsible for assisting the Internal Integrity Unit in effectively implementing the NDIS Commission's legislative obligations and functions in one or more of the following areas:

Internal Review- Responsibilities

- Drafting administrative decisions, brief delegates and co-ordinate responses relating to sensitive matters.
- Co-ordinating and gathering information relating to matters and monitoring compliance with statutory and internal timeframes.
- Using appropriate tools (including the Microsoft Office suite) and templates to aid the processing of and report on matters against tight deadlines.
- Supporting the Assistant Directors and the Director with other tasks, as needed.

FOI- Responsibilities

- Processing and drafting FOI decisions, including routine and sensitive access requests, and ensuring all matters are recorded and closed correctly.
- Effectively engaging with FOI applicants, other Commonwealth and State agencies and third parties in formal consultation processes.
- Assisting senior staff and the Assistant Director in developing and maintaining internal FOI reference materials including FOI templates and other reporting functions.

Privacy- Responsibilities

- Assessing and responding to privacy/data breaches and privacy complaints, including liaising with affected individuals.

- Assisting with the evaluation and monitoring data handling practices, privacy related policies, procedures and guidelines to identify gaps and non-compliance with privacy reforms.
- Supporting the integration of privacy reforms across all areas of the NDIS Commission.
- Contributing to privacy training and awareness programs to educate employees about privacy requirements, data protection and their roles and responsibilities in safeguarding personal and sensitive information held by the NDIS Commission.
- Assisting the Director and Assistant Directors with other duties as required.

Please view candidate information package for full position description.

Eligibility
Notes

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 agency.

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Shandelle McNeill, 08 8318 2810
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0763077

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 01 October 2025

NQSC Commissioner
Legal Services and Internal Integrity Administrative Review & Governance

Job Title	Senior Administrative Review Officer – Affirmative Measure Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	$96,558 - $108,532
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	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 6
Position Number	180_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Administrative Review & Governance team is responsible for the following functions:

- Coordinating the process for compliance by the NDIS Commission with its legislative obligations.
- Processing requests for NDIS Commission documents under the Freedom of Information Act 1982 (Cth).
- Co-ordinating internal reviews of decisions made by the NDIS Commission under the National Disability Insurance Scheme Act 2013 (Cth) (NDIS Act).
- Managing the NDIS Commission's privacy function, including handling privacy inquiries, privacy complaints and requests for access to and correction of personal information under the Privacy Act 1988 (Cth); and
- Building capability across the organisation, including providing education to Commission staff.

We have an excellent workplace culture that is inclusive, friendly, collaborative and diverse. The successful candidate will join a supportive, hardworking and collaborative team working on a diverse range of very interesting and challenging matters. We invest in the professional development and career progression of our staff.

Duties

The Senior Administrative Review Officer is responsible for assisting across Internal Review, Freedom of Information and Privacy teams, in the following duties:

Internal Review - Responsibilities

- Drafting complex administrative decisions, briefing delegates and co-ordinating responses relating to complex or sensitive matters;
- Analysing applicant submissions, obtaining relevant information and applying legislation while monitoring compliance with statutory and internal timeframes;
- Liaising with applicants in relation to matters related to the review (including putting any new information forward for response);
- Preparing statements of reasons for decisions and briefing delegates to make decisions in accordance with NDIS Act;
- Communicating review decisions to internal review applicants and the original decision makers; and
- Co-ordinating with Legal team in relation to external reviews (i.e. appeals of internal review decisions to the Administrative Review Tribunal).

Freedom of Information (FOI) - Responsibilities

- Managing and processing FOI enquiries and requests from applicants, including liaising with participants and their families, providers, members of the public to clarify scope of requests;
- Facilitating searches for requested documents within the NDIS Commission (sending out search minutes to relevant business areas, liaising with and supporting business areas to complete searches);
- Co-ordinating third party consultation where required under the FOI Act and analysing exemptions that may apply to documents under the FOI Act;
- Preparing complex statement of reasons for decision on access and briefing delegates in accordance with FOI Act; and
- Communicating recommendations, decisions and releasing documents to FOI applicants.

Privacy - Responsibilities

- Managing, respond to and assess data breaches, including liaising with affected individuals;
- Preparing privacy collection notices and agreements, and working with project teams to conduct a privacy threshold assessments and privacy impact assessments;
- Providing recommendations about privacy issues and risks, and conducting other privacy related reviews;
- Actioning privacy improvement measures and implementing privacy transformation projects informed by privacy reforms to ensure alignment with reform timelines; and
- Assisting the Director and Assistant Directors with other duties as required.

Some interstate travel is also required for this role.

Please view candidate information package for full position description.

Eligibility
Notes

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 agency.

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Shandelle McNeill, 08 8318 2810
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0763083

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 01 October 2025

NQSC Commissioner
Legal Services and Internal Integrity Administrative Review & Governance

Job Title	Administrative Review Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	$88,155 - $94,143
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	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 5
Position Number	183_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Administrative Review & Governance team is responsible for the following functions:

- Coordinating the process for compliance by the NDIS Commission with its legislative obligations.
- Processing requests for NDIS Commission documents under the Freedom of Information Act 1982 (Cth).
- Co-ordinating internal reviews of decisions made by the NDIS Commission under the National Disability Insurance Scheme Act 2013 (Cth) (NDIS Act).
- Managing the NDIS Commission's privacy function, including handling privacy inquiries, privacy complaints and requests for access to and correction of personal information under the Privacy Act 1988 (Cth); and
- Building capability across the organisation, including providing education to Commission staff.

We have an excellent workplace culture that is inclusive, friendly, collaborative and diverse. The successful candidate will join a supportive, hardworking and collaborative team working on a diverse range of very interesting and challenging matters.

We invest in the professional development and career progression of our staff.

Duties

The Administrative Review Officer is responsible for assisting the Internal Integrity Unit in effectively implementing the NDIS Commission's legislative obligations and functions in one or more of the following areas:

Internal Review- Responsibilities

Drafting administrative decisions, brief delegates and co-ordinate responses relating to sensitive matters.

- Co-ordinating and gathering information relating to matters and monitoring compliance with statutory and internal timeframes.
- Using appropriate tools (including the Microsoft Office suite) and templates to aid the processing of and report on matters against tight deadlines.
- Supporting the Assistant Directors and the Director with other tasks, as needed.

FOI- Responsibilities

- Processing and drafting FOI decisions, including routine and sensitive access requests, and ensuring all matters are recorded and closed correctly.
- Effectively engaging with FOI applicants, other Commonwealth and State agencies and third parties in formal consultation processes.
- Assisting senior staff and the Assistant Director in developing and maintaining internal FOI reference materials including FOI templates and other reporting functions.

Privacy- Responsibilities

- Assessing and responding to privacy/data breaches and privacy complaints, including liaising with affected individuals.
- Assisting with the evaluation and monitoring data handling practices, privacy related policies, procedures and guidelines to identify gaps and non-compliance with privacy reforms.
- Supporting the integration of privacy reforms across all areas of the NDIS Commission.
- Contributing to privacy training and awareness programs to educate employees about privacy requirements, data protection and their roles and responsibilities in safeguarding personal and sensitive information held by the NDIS Commission.
- Assisting the Director and Assistant Directors with other duties as required.

Please view candidate information package for full position description.

Eligibility

Notes

This position is advertised for creation of Merit pool only

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Shandelle McNeill, 08 8318 2810
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0763085

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 01 October 2025

NQSC Commissioner
Legal Services and Internal Integrity Administrative Review & Governance

Job Title	Senior Administrative Review Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Perth WA, Hobart TAS, Adelaide SA, Brisbane QLD, Darwin NT, Melbourne VIC, Parramatta NSW, Penrith NSW
Salary	$96,558 - $108,532
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	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 6
Position Number	182_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The Administrative Review & Governance team is responsible for the following functions:

- Coordinating the process for compliance by the NDIS Commission with its legislative obligations.
- Processing requests for NDIS Commission documents under the Freedom of Information Act 1982 (Cth).
- Co-ordinating internal reviews of decisions made by the NDIS Commission under the National Disability Insurance Scheme Act 2013 (Cth) (NDIS Act).
- Managing the NDIS Commission's privacy function, including handling privacy inquiries, privacy complaints and requests for access to and correction of personal information under the Privacy Act 1988 (Cth); and
- Building capability across the organisation, including providing education to Commission staff.

We have an excellent workplace culture that is inclusive, friendly, collaborative and diverse. The successful candidate will join a supportive, hardworking and collaborative team working on a diverse range of very interesting and challenging matters. We invest in the professional development and career progression of our staff.

Duties

The Senior Administrative Review Officer is responsible for assisting across Internal Review, Freedom of Information and Privacy teams, in the following duties:

Internal Review - Responsibilities

- Drafting complex administrative decisions, briefing delegates and co-ordinating responses relating to complex or sensitive matters;
- Analysing applicant submissions, obtaining relevant information and applying legislation while monitoring compliance with statutory and internal timeframes;
- Liaising with applicants in relation to matters related to the review (including putting any new information forward for response);
- Preparing statements of reasons for decisions and briefing delegates to make decisions in accordance with NDIS Act;
- Communicating review decisions to internal review applicants and the original decision makers; and
- Co-ordinating with Legal team in relation to external reviews (i.e. appeals of internal review decisions to the Administrative Review Tribunal).

Freedom of Information (FOI) - Responsibilities

- Managing and processing FOI enquiries and requests from applicants, including liaising with participants and their families, providers, members of the public to clarify scope of requests;
- Facilitating searches for requested documents within the NDIS Commission (sending out search minutes to relevant business areas, liaising with and supporting business areas to complete searches);
- Co-ordinating third party consultation where required under the FOI Act and analysing exemptions that may apply to documents under the FOI Act;
- Preparing complex statement of reasons for decision on access and briefing delegates in accordance with FOI Act; and
- Communicating recommendations, decisions and releasing documents to FOI applicants.

Privacy - Responsibilities

- Managing, respond to and assess data breaches, including liaising with affected individuals;
- Preparing privacy collection notices and agreements, and working with project teams to conduct a privacy threshold assessments and privacy impact assessments;
- Providing recommendations about privacy issues and risks, and conducting other privacy related reviews;
- Actioning privacy improvement measures and implementing privacy transformation projects informed by privacy reforms to ensure alignment with reform timelines; and
- Assisting the Director and Assistant Directors with other duties as required.

Some interstate travel is also required for this role.

Please view candidate information package for full position description.

Eligibility
Notes

This Position is advertised to create a merit pool only

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

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To Apply

Position Contact	Shandelle McNeill, 08 8318 2810
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0763089

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 01 October 2025

DART and Enabling Services
DART and Enabling Services Executive

Job Title	Executive Assistant to Deputy Commissioner, DART and Enabling Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$88,155 - $94,143
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	Will be required to work in the office for at least three (3) days per week.
Classification	APS Level 5
Position Number	184_09/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

The NDIS Commission is seeking to engage an experienced and capable Executive Assistant to work with and report to the Deputy Commissioner, Data and Regulatory Transformation (DART) and Enabling Services, in Canberra.

The DART and Enabling Services Divisions were recently merged under a single Deputy Commissioner. The newly formed Division is responsible for the day-to-day operations of corporate enabling functions including the Commission’s governance, finance, audit and risk, information and communications technology (ICT) and property and security.

The Division is also responsible for the delivery of the DART program – a large transformation program, which will uplift the Commissions regulatory functions through modern and effective data and ICT capabilities.

The Executive Assistant works as part of an Executive Support Team to provide support to the Deputy Commissioner. The role also works closely with internal stakeholders to support the flow of work and information across the NDIS Commission in a high pace delivery and corporate operations environment.

The Executive Assistant will provide day to day administrative support to the Deputy Commissioner to ensure that they able to operate efficiently and effectively so as to deliver on key priorities and commitments.

The NDIS Commission supports flexible work arrangements. The Executive Assistant will be required to work in the Canberra or other office for at least three (3) days per week.

Duties

The Executive Assistant will provide high-level administrative and coordination support to the Deputy Commissioner, including managing and organising meetings, briefings and events and anticipating and managing competing commitments.

The Executive Assistant will establish review processes and procedures that meet the Deputy Commissioner’s requirements and will have responsibility for the following key duties:

- Provide high level administrative support to the Deputy Commissioner, including scheduling meetings, managing calendars and organising and acquitting travel and expense reconciliations on a timely basis
- Establish administrative processes for the smooth running of the Deputy Commissioner’s office, including monitor the Deputy Commissioner mailbox, prioritising and actioning items while escalating urgent matters in coordination with the Executive Officer
- Liaise with internal and external stakeholders to manage requests, organise meetings, create meeting agendas, take meeting minutes and track action items
- Confidentially handle sensitive material and information on behalf of the Deputy Commissioner, supported by the Executive Officer, and maintain confidentiality and model ethical behaviour and practices consistent with the APS Code of Conduct and APS Values
- Work collaboratively with the Executive Officer and other Divisions to contribute to the effectiveness of the Deputy Commissioner’s interactions with other NDIS Commission Executives
- Assist with the coordination of recruitment processes, induction and training of new team members for the Division in collaboration with staff across the Division.
- Other duties as required.

Please view candidate information package for full position description.

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 agency.

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To Apply

Position Contact	Laura Sham, (02) 5162 8719
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0763076

Australian Bureau of Statistics

Closing Date:Sunday 28 September 2025

Census Field Operations Census Field Recruitment

Job Title	Recruitment Administration Officers
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Adelaide SA, Belconnen ACT, Brisbane QLD, Sydney NSW
Salary	$67,139 - $70,477
Future Merit Locations	Adelaide, Belconnen, Brisbane, Sydney
Office Arrangement	On Site
Office Arrangement Details	Limited opportunity to work from home
Classification	APS Level 3
Position Number	25/Census_RAO_WSC
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=CC15E060-3C55-8199-B3C8-E435330BE535

The Australian Bureau of Statistics (ABS) is looking to recruit several **Recruitment Administration Officers** to support the 2026 Census temporary workforce.

These are temporary APS 3 positions up to 12 months duration, from November/December 2025 to September/October 2026. Successful applicants can work either full-time or part-time hours (minimum 3 days per week, 22 hours).

The team is planning to onboard new staff in three phases, beginning in early December 2025, followed by additional intakes in early February and early March 2026.

Duties

Recruitment Administration Officers play a key role in supporting the 2026 Census Program by contributing to the recruitment of more than 30,000 field staff. These positions make a critical contribution to the positive recruitment experience of our Field Workforce.

Recruitment Administration Officers will:

- conduct candidate screening, police checks, and other pre-employment checks
- support hiring managers with shortlisting, interview scheduling and documentation of interview outcomes
- issue contracts and employment documents to field staff
- monitor recruitment pipelines and identify candidates who may be blocked or not progressing
- build and maintain strong relationships with internal and external stakeholders
- respond to candidate enquiries via phone and email in a professional and timely manner
- deliver culturally safe recruitment support to candidates and hiring managers
- provide general administrative support, including minute-taking and assistance to your supervisor
- assist in the development and refinement of recruitment processes, procedures, and supporting materials
- draft and maintain knowledge resources to guide recruitment activities
- adhere to the APS Code of Conduct and ABS policies
- perform other ad-hoc duties as required.

What we are looking for

Successful candidates will be able to demonstrate most, or all, of the following:

- strong customer service and dispute resolution skills, with a focus on delivering positive outcomes
- high attention to detail, ensuring accuracy and consistency in all tasks
- clear, well-structured verbal and written communication skills
- a proactive and flexible approach to achieving work outcomes and meeting deadlines
- ability to be agile and adapt to changing priorities in a fast-paced, dynamic and operational environment, while demonstrating resilience under pressure
- willingness to learn, adapt and contribute positively within a diverse and collaborative team environment
- ability to engage respectfully and effectively with Aboriginal and Torres Strait Islander peoples and apply culturally appropriate communication to interaction
- ability to build and sustain positive relationships with team members and actively participate in teamwork and group activities
- capacity to develop and maintain relevant knowledge in relation to business operations.

Eligibility

To be eligible to apply you must be an Australian citizen.

Notes

To apply you will need to:

- upload your current resume
- provide referee details

- submit a statement of claims (maximum 300 words) responding to the following:

Explain how your experience and skills align with the requirements of the Recruitment Administration Officer role.

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	Rachael Robertson, 02 6252 6072
Agency Recruitment Site	https://abs.nga.net.au/?jati=CC15E060-3C55-8199-B3C8-E435330BE53

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Treasury

Vacancy VN-0763079

Australian Bureau of Statistics

Closing Date:Sunday 28 September 2025

Census Field Operations Census Workforce Support Team

Job Title	Workforce Support Officers
Job Type	Casual, Non-Ongoing
Location	Belconnen ACT, Perth WA
Salary	$42 - $42
Future Merit Locations	Belconnen, Perth
Office Arrangement	On Site
Office Arrangement Details	Limited opportunity to work from home
Classification	APS Level 3
Position Number	25/Census_RAO_WSC
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=CC15E060-3C55-8199-B3C8-E435330BE535

The Australian Bureau of Statistics (ABS) is looking to recruit several **Workforce Support Agents** to support the 2026 Census temporary workforce.

These are casual (intermittent) APS 3 positions from 3 to 11 months duration, with variable working hours (shifts). Applicants must be able to attend a minimum of 3 shifts per week which may include days, evenings and weekends. Work hours may vary based on workload throughout your employment.

Our operational centre is currently based in Canberra and will be expanding its footprint to Perth. The team is planning to onboard new staff in December2025 through to April/May 2026.

Duties

The Census Workforce Support Team is responsible for responding to enquires from two phone lines; the Recruitment Support line and the Census Staff Support Line. These lines provide support for initial enquires around working in the Census field roles, all the way through to supporting Census staff to complete their work in the field. We work closely with our stakeholders to anticipate trends and be prepared to provide accurate first level of support to our callers.

As a Workforce Support Agent you will:

- provide prompt service in answering enquiries via the telephony system
- reference internal systems for accurate information
- accurately record details of calls in ticketing systems
- escalate issues in alignment with operating processes
- adhere to processes and procedures, ensuring callers receive the most up to date information
- build and maintain strong relationships with internal and external stakeholders
- respond to candidate enquiries via phone and email in a professional and timely manner
- deliver culturally safe recruitment support to candidates and hiring managers
- provide general administrative support, including minute-taking and assistance to your supervisor
- assist in the development and refinement of recruitment processes, procedures, and supporting materials
- draft and maintain knowledge resources to guide recruitment activities
- adhere to the APS Code of Conduct and ABS policies
- perform other ad-hoc duties as required.

What we are looking for

Successful candidates will be able to demonstrate most, or all, of the following:

- strong customer service and dispute resolution skills, with a focus on delivering positive outcomes
- high attention to detail, ensuring accuracy and consistency in all tasks
- clear, well-structured verbal and written communication skills
- a proactive and flexible approach to achieving work outcomes and meeting deadlines
- ability to be agile and adapt to changing priorities in a fast-paced, dynamic and operational environment, while demonstrating resilience under pressure
- willingness to learn, adapt and contribute positively within a diverse and collaborative team environment
- ability to engage respectfully and effectively with Aboriginal and Torres Strait Islander peoples and apply culturally appropriate communication to interaction
- ability to build and sustain positive relationships with team members and actively participate in teamwork and group activities
- capacity to develop and maintain relevant knowledge in relation to business operations.

Eligibility

To be eligible to apply, you must be an Australian citizen.

Notes

To apply you will need to:

- upload your current resume
- provide referee details
- submit a statement of claims (maximum 300 words) responding to the following:

Explain how your experience and skills align with the requirements of the Workforce Support Agent role.

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	Bernie Fitzpatrick, 02 6252 5776
Agency Recruitment Site	https://abs.nga.net.au/?jati=CC15E060-3C55-8199-B3C8-E435330BE53

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Treasury

Vacancy VN-0763090

Australian Bureau of Statistics

Closing Date:Sunday 28 September 2025

Census and Population Division
Communications Branch

Job Title	Program Manager (SES Band 1), Communications Branch
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements
Classification	Senior Executive Service Band 1
Position Number	25/ISG_PM_SESB1
Agency Website	https://www.abs.gov.au/

Job Description

https://www.abs.gov.au/

The Australian Bureau of Statistics (ABS) is looking for an accomplished leader to take on the role of Program Manager (SES Band 1), Communications Branch. This is a temporary position created to support the increased communication demands leading up to the 2026 Census of Population and Housing.

About the area

The Communications Branch is responsible for all internal and external communications that support the ABS's strategic objectives. This includes delivering a major national campaign for the 2026 Census of Population and Housing.

As Australia's national statistical agency, the ABS has been delivering trusted, objective data and insights for over 115 years. We produce more than 500 statistical releases annually, informing decisions across Australia's economy, environment, health, and society.

We are leaders in data collection, integration, and safe sharing for research and statistical purposes.

Our strategic priorities are to:

- Produce high-quality statistics
- Generate timely new insights
- Lead in the national data landscape
- Reduce burden on data providers
- Enhance organisational capability, resilience, and adaptability

The Census of Population and Housing is conducted every five years and is one of Australia's largest data collections. The Census is a snapshot of Australia and tells the story of how we are changing. The Census helps us understand what we need now, and into the future.

The 2026 Census will be held in August 2026.

About the role

In this role, you will lead a multidisciplinary team of communication professionals, including strategic communication specialists, media and campaign specialists, social media managers, graphic designers, multimedia experts, and internal communications staff. You'll play a pivotal role in shaping the agency's communication strategy and outcomes, while contributing to the broader leadership of the ABS as part of the Senior Executive team.

Key Responsibilities:

- Lead and manage a high-performing communications team, fostering a positive and inclusive culture.
- Develop and implement communication strategies aligned with ABS priorities and government objectives.
- Oversee communication activities for the 2026 Census, including a large-scale national advertising campaign to drive awareness and participation.
- Build and maintain strong relationships with key stakeholders, including government, media, and the public.
- Identify and mitigate communication risks associated with high-profile initiatives.
- Champion the ABS cultural values: self-awareness, citizen-focus, collaboration, accountability, adaptability, and innovation.
- Manage the branch's budget and drive operational efficiency and effectiveness.
- Promote employee wellbeing, engagement, and retention.
- Monitor performance and identify opportunities for continuous improvement.

Duties

To be suitable you should have most or all of the following skills, qualities and experience:

- Proven expertise in leading high-profile communication initiatives, ideally within the Australian Government context.

- A strong, people-focused leader who inspires high performance and builds team capability.
- Demonstrated ability to manage risk while fostering innovation and continuous improvement.
- Excellent conceptual and analytical skills, with a strategic mindset and sound judgement.
- A track record of delivering long-term communication outcomes aligned with organisational goals.
- Ability to thrive in a fast-paced environment, balancing competing priorities and deadlines.
- Highly developed stakeholder engagement skills, with experience working across government, industry, and community sectors.

Eligibility

To be eligible for this role you:

- You must be an Australian citizen at the time you apply.
- You may need to obtain (or hold) and maintain at least a Baseline security clearance.
- ABS employees who have access to market sensitive information are restricted in market trading activities.
- This role is restricted in trading and you will not be allowed to trade in financial products while employed.

Notes

How to apply

To apply, complete an online application form on the ABS e-recruitment system.

You will need to upload your current resume, provide referee details and respond to the following:

In no more than 500 words, provide a statement of claims of how you have demonstrated the skills, qualities, and experience (outlined in Section 1 of the Applicant Information Kit) required for this role.

Applications close at 11:30 p.m. AEST on Sunday 28th September 2025. Late applications will not be accepted.

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To Apply

Position Contact	Jenny Telford, (02) 6252 6473
Agency Recruitment Site	https://www.abs.gov.au/

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Treasury

Vacancy VN-0762933

Australian Securities and Investments Commission

Closing Date:Friday 26 September 2025

Job Title	Identity and Access Management (IDAM) Engineer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$127,641 - $127,641
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	ASIC/1874726
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226314524

Duties

At ASIC,you can be the change that ensures a fair,strongand efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to helpmaintainthe integrity of the financial system and protect consumers from harm.

This is a great opportunity to join an exciting time of digital transformation at ASIC. The Identity and Access Management Engineer will implement and support ASIC's Identity and Access Management systems and solutions with a high Project orientation.

- **Sydney based location**
- **From $127,641 (depending on experience) + 15.4% superannuation**
- **Permanent position**
- **Applications close at 11:59pmAEST, Friday26 September 2025**

The team

Information Technology Services delivers comprehensive IT support to ASIC, driving major transformation across virtualisation, mobility, and cloud. Leveraging cutting-edge technologies and prioritising data sharing and analytics, we aim to position ASIC as a best-in-class regulator for Australia's financial markets.

The role

Your responsibilities will include:

- Strategy and Leadership: Lead contributions across IAM platforms including working closely with Cyber and Infrastructure initiatives, developing and mentoring other IAM engineers to the strategy for IAM modernisation.
- Collaborating: Align identity programs with business needs liaising with various business functions including Architecture, Cyber, Compliance, Legal and Human Resources.
- Identity Management: Design and implement identity management solutions, including user provisioning, authentication, and access control.
- Access Control: Develop and enforce access policies and procedures to ensure that only authorized individuals have access to sensitive data and systems.
- System Integration: Integrate identity management solutions with various applications and systems to streamline access and enhance security.
- Security Compliance: Ensure compliance with industry standards and regulations related to identity and access management.
- Incident Response: Monitor and respond to security incidents related to identity management and access control.
- Documentation: Maintain comprehensive documentation of identity management processes, policies, and configurations.
- Collaboration: Work closely with other IT teams to ensure seamless integration and operation of identity management solutions.
- Maintain: Maintain lifecycle management of Identity and Access solutions to required ISM standards.
- Change: Conform to ASICs ITIL processes such as incident and change management.
- Outside hours: This position may be required to work outside of hours to support critical operational changes, incidents, and project implementation as appropriate.

About you

We are looking for someone with proven experience (7 years +) in implementing and managing IAM Solutions including Oracle IAM stack, SailPoint, OKTA, and Entra ID. In addition, you will have the following:

- Bachelor's degree in computer science, Information Technology, or related field.
- Experience with Radiator and Microsoft Network Policy Server.
- In-depth knowledge of IAM principles, access governance, and role-based access control.
- Comprehensive knowledge and experience with authentication standards and technologies, including Microsoft Entra ID.
- Extensive knowledge and experience with identity and access management technology, such as single sign-on (SSO), two-factor authentication, privileged access management/privileged Identity Management, etc.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEST, Friday26 September 2025.

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 committed to a providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of**employee benefits**including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click**here**to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our**website**or review our**Corporate Plan**.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment**.**

Eligibility

Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0762979

Australian Securities and Investments Commission

Closing Date:Friday 26 September 2025

Job Title	Senior Manager Group and Employee Communications
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	$165,011 - $202,614
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 2
Position Number	ASIC/1856103
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226361383

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

ASIC is seeking a senior communications professional to lead the design and delivery of strategic employee and group communications. This is a critical leadership role responsible for shaping how we engage with our people, connect them to ASIC's purpose, and support major transformation programs.

- **Melbourne or Sydney**
- **$165,011 - $202,614 (plus 15.4% superannuation)**
- **Permanent Position**
- **Applications close at 11:59pm AEST, Friday 26 September 2025**

The team

ASIC communications serve multiple audiences, including consumers and investors, employees, media, community, government and industry, and its regulated community. This requires a whole-of-ASIC approach.

ASIC's **Communications and Corporate Affairs** function is responsible for leading ASIC's communications and stakeholder engagement including internal, corporate and external communications (including media), as well as digital communications, and consumer education and Moneysmart. Its purpose is to build and leverage strategic stakeholder relationships to drive engagement and protect and enhance ASIC's reputation.

The role

As **Senior Manager, Employee & Group Communications**, you will:

- Develop and implement organisation-wide communication strategies and campaigns to drive engagement and embed ASIC's purpose and values.
- Advise and partner with senior leaders on strategic change and transformation communications.
- Manage and coach a high-performing team of up to four direct reports, setting direction and ensuring delivery excellence.
- Apply a data-driven, campaign mindset to measure impact and continually refine communications strategies.

About you

You hold a degree in communications (or related discipline) and bring at least eight years' experience in strategic internal communications within complex organisations. It is essential that you have senior communications experience in financial services, professional services, government or regulatory sectors. You have demonstrated success in delivering enterprise-wide employee engagement and communication strategies, simplifying complex information for diverse audiences, and leading teams to achieve strong results.

You are a clear, precise communicator with strong judgment and a collaborative approach. Highly developed attention to detail and accuracy is essential. You build trusted relationships with executives and stakeholders, influence with credibility, and deliver under pressure. With a strategic and innovative mindset, you know how to design campaigns that cut through and connect with employees.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEST, Friday 26 September 2025.

About ASIC

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ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicole Moore, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0763104

Australian Securities and Investments Commission

Closing Date:Wednesday 01 October 2025

Job Title	Oracle Infrastructure Engineer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$127,641 - $136,204
Future Merit Locations	Sydney
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	ASIC/1802272
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226363377

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

- **Sydney location**
- **From $127,641 - $136,204 (depending on experience) + 15.4% superannuation**
- **24-Month Fixed Term Contract**

- **Applications close at 11:59pmAEST,Wednesday 1 October 2025**

The team

The **Digital, Data & Technology Group** drives transformational change at ASIC by investing in people, processes, and technology. It unites digital, data, and tech teams—supported by the enterprise program office—to modernize core systems and services. The portfolio includes Registry Interactions Services, Modernising Business Registers, and the Registry Technology team, which sits within the Transformation Office and leads ASIC's digital and data platform strategy.

The role

As an **Oracle Infrastructure Engineer,** you will contribute to the work of IT team by maintaining the Oracle database software currency through managing regular patching and resolution of issues.

Your responsibilities will also include:

- Maintain Oracle database software currency - managing regular patching and resolution of issues.
- Support Oracle Identity and Access Management (IAM) stacks.
- Monitor and report on database performance and capacity.
- Ensure IAM systems run efficiently through daily checks and incident resolution.
- Collaborate with developers to design database solutions.
- Manage and escalate support requests as needed.
- Support IT infrastructure and cloud migration projects.

About you

A successful applicant should possess many or all of the following:

- More Degree or qualifications in IT preferred.
- 5+ years with Oracle systems, databases, and IAM stacks.
- Strong grasp of ISM/Essential8 security frameworks.
- Hands-on experience with Oracle platform operations.
- Knowledge of database security tools and practices.
- Sharp problem-solving and attention to detail.
- Strong communicator and team player.
- Self-driven with multitasking ability.

View the position description for more information or click ‘apply' to start your application.

Applications close at 11:59pm AEST,Wednesday 1 October 2025.

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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Sarah Gawman, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_or

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Treasury

Vacancy VN-0762855

Australian Taxation Office

Closing Date:Wednesday 01 October 2025

Frontline Operations
Various teams

Job Title	Frontline Operations Leader
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Hobart TAS, Albury NSW, Box Hill VIC, Brisbane QLD, Burnie TAS, Dandenong VIC, Geelong VIC, Gosford NSW, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$97,816 - $112,312
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Burnie, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Sydney, Townsville, Upper Mount Gravatt, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_FO_630_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=89B1B95B-91BA-821D-B843-E4339329C4F5

Duties

We are seeking a range of dynamic leaders to join our Frontline Operations group. As a member of Frontline Operations, you'll lead and support the delivery of high-quality services, ensuring the integrity of Australia's tax and superannuation systems.

As a Frontline Operations Leader, you will support the development of staff by guiding capability growth and stewardship, while fostering a culture of engagement and continuous improvement.

Depending on your area of expertise you may:

- lead teams in a rostered or scheduled client contact centre environment
- encourage staff engagement, guide capability growth and support positive change management
- provide technical guidance or advice to clients and staff to assist in resolving complex or sensitive issues
- deliver contract management activities that support Commercial Services including outsource contracts for labour, print and postal services
- through active and strategic engagement, deliver tailored and contemporary outcome focused solutions that optimise debt recovery, influence client behaviour and facilitate ongoing willing participation in the taxation, registry and superannuation systems
- translate complex insights or technical requirement into actions to resolve a range of procedural or technical issues.

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.

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 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	Adrienne Power, (07) 4753 7962
Agency Recruitment Site	https://ato.nga.net.au/?jati=89B1B95B-91BA-821D-B843-E4339329C4F5

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Treasury

Vacancy VN-0762857

Australian Taxation Office

Closing Date:Wednesday 01 October 2025

Frontline Operations
Various teams

Job Title	Frontline Operations Leader (Affirmative measure - Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Burnie TAS, Perth WA, Geelong VIC, Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Dandenong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$97,816 - $112,312
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Burnie, Dandenong, Geelong, Gosford, Hobart, Melbourne, Moonee Ponds, Newcastle, Parramatta, Penrith, Perth, Townsville, Wollongong, Sydney, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_FO_631_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=D3C255D1-A80B-C65F-3A5B-E433939A937D

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking a range of dynamic leaders to join our Frontline Operations group. As a member of Frontline Operations, you'll lead and support the delivery of high-quality services, ensuring the integrity of Australia's tax and superannuation systems.

As a Frontline Operations Leader, you will support the development of staff by guiding capability growth and stewardship, while fostering a culture of engagement and continuous improvement.

Depending on your area of expertise you may:

- lead teams in a rostered or scheduled client contact centre environment
- encourage staff engagement, guide capability growth and support positive change management
- provide technical guidance or advice to clients and staff to assist in resolving complex or sensitive issues
- deliver contract management activities that support Commercial Services including outsource contracts for labour, print and postal services
- through active and strategic engagement, deliver tailored and contemporary outcome focused solutions that optimise debt recovery, influence client behaviour and facilitate ongoing willing participation in the taxation, registry and superannuation systems
- translate complex insights or technical requirement into actions to resolve a range of procedural or technical issues.

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.

Eligibility

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

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

Notes

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 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 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	Adrienne Power, (07) 4753 7962
Agency Recruitment Site	https://ato.nga.net.au/?jati=D3C255D1-A80B-C65F-3A5B-E433939A937I

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Treasury

Vacancy VN-0762900

Australian Taxation Office

Closing Date:Monday 29 September 2025

Frontline Operations
Various teams

Job Title	Service Delivery Officer
Job Type	Casual, Non-Ongoing
Location	Hobart TAS, Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Burnie TAS, Dandenong VIC, Geelong VIC, Gosford NSW, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Wollongong NSW
Salary	$64,095 - $71,037
Future Merit Locations	Gosford, Moonee Ponds, Geelong, Adelaide, Parramatta, Sydney, Upper Mount Gravatt, Box Hill, Albury, Hobart, Burnie, Penrith, Perth, Brisbane, Newcastle, Dandenong, Townsville, Melbourne, Wollongong
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 2
Position Number	EXT_FO_590_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/cp/index.cfm?event=jobs.jati&returnToEvent=jobs.home&jobID=06692833-32C8-43B0-A5F8

Duties

Our client’s matter – and we’re looking for passionate individuals who want to make a difference.

We’re currently recruiting for our casual workforce to support Tax Time 2026, with commencement scheduled for early next year. If you're seeking meaningful work that supports the community, this is your opportunity to join a team that helps Australians navigate the tax and superannuation system.

As a Service Delivery Officer, you’ll respond to client queries and engage with the community across multiple communication channels – including phone, paper, webchat, email, and online portals. This role involves extensive client contact in a scheduled, contact-centre environment. You’ll need to be adaptable, open to learning new skills, and responsive to the evolving needs of our clients.

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.

Eligibility
Notes

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

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

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

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To Apply

Position Contact	Frontline Operations Workforce Supply, N/A
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?event=jobs.jati&returnToEvent=jobs.l

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Treasury

Vacancy VN-0762937

Australian Taxation Office

Closing Date:Thursday 02 October 2025

Client Engagement Group
Various teams

Job Title	Valuation Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Dandenong VIC, Geelong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC
Salary	$90,596 - $96,042
Future Merit Locations	Box Hill, Dandenong, Geelong, Hobart, Melbourne, 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	APS Level 5
Position Number	EXT_CEG_612_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=21E3A8C6-AA41-4223-E3A8-E4347C9F5CA1

Duties

We are seeking motivated and capable professionals with tax technical and/or valuation skills to join our Private Wealth and Public Groups business lines within the Client Engagement Group.

As a Valuation Adviser in our Valuation Practice stream, you will support the delivery of tax technical and policy advice to internal and external clients on valuation matters arising under the tax and superannuation laws.

As a Valuation Adviser in our Valuation Advisory stream, you will apply your knowledge in valuing real property, plant and equipment, and/or businesses and intangibles across diverse markets to support technical and policy advice on tax and superannuation-related valuation matters for internal and external clients.

You will support complex valuation work, this may include assisting with analysis, conducting research related to Australian and international tax law, and helping ensure valuations are accurate, well-informed, and compliant. You'll assist in identifying and tracking emerging tax risks and tax planning strategies, and contribute to the review of complex business structures and transactions to understand and address valuation risk.

You will be a part of a supportive team and encouraged to manage your responsibilities with autonomy and initiative.

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.

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 agency.

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=21E3A8C6-AA41-4223-E3A8-E4347C9F5CA1

Treasury

Vacancy VN-0762939

Australian Taxation Office

Closing Date:Thursday 02 October 2025

Client Engagement Group
Various teams

Job Title	Valuation Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Box Hill VIC, Dandenong VIC, Geelong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC
Salary	$97,816 - $112,312
Future Merit Locations	Box Hill, Dandenong, Geelong, Hobart, Melbourne, 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	APS Level 6
Position Number	EXT_CEG_614_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=28ED2B93-2959-2A09-1D4B-E4347CF616E9

Duties

We are seeking performance-driven and skilled professionals with tax technical and/or valuation skills to join our Private Wealth and Public Groups business lines within the Client Engagement Group.

As a Valuation Adviser in our Valuation Practice stream, you will support the delivery of tax technical and policy advice to internal and external clients on valuation matters arising under the tax and superannuation laws.

As a Valuation Adviser in our Valuation Advisory stream, you will apply your knowledge in valuing real property, plant and equipment, and/or businesses and intangibles across diverse markets to support technical and policy advice on tax and superannuation-related valuation matters for internal and external clients.

You will review complex structures and transactions relevant to valuation matters, focusing on those where taxation or superannuation outcomes are contingent on a valuation. You will also support complex activities by applying broad legal and financial analysis and research in Australian and International tax law contexts.

You will assist in the identification and monitoring of emerging tax risks and tax-planning techniques, and work as part of a team under limited direction, with the opportunity to exercise professional judgment and independence.

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.

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 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	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=28ED2B93-2959-2A09-1D4B-E4347CF616E9

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Treasury

Vacancy VN-0762941

Australian Taxation Office

Closing Date:Thursday 02 October 2025

Client Engagement Group
Various teams

Job Title	Senior Valuation Adviser
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Moonee Ponds VIC, Box Hill VIC, Dandenong VIC, Geelong VIC, Hobart TAS, Melbourne VIC
Salary	$125,291 - $136,595
Future Merit Locations	Box Hill, Dandenong, Geelong, Hobart, Melbourne, 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 1
Position Number	EXT_CEG_615_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=5E666167-8C4C-1618-2CF8-E4347DD803DB

Duties

We are seeking performance-driven and skilled professionals with tax technical and/or valuation skills to join our Private Wealth and Public Groups business lines within the Client Engagement Group.

As a Senior Valuation Adviser in our Valuation Practice stream, you will deliver tax technical and policy advice to internal and external clients on valuation matters arising under the tax and superannuation laws.

As a Senior Valuation Adviser in our Valuation Advisory stream, you will apply your knowledge in valuing real property, plant and equipment, and/or businesses and intangibles across diverse markets to support technical and policy advice on tax and superannuation-related valuation matters for internal and external clients.

You will identify and provide advice on complex and systemic technical valuation issues, focusing on transactions where taxation or superannuation outcomes are contingent on a valuation. You will also support complex valuation activities, having regard to broad legal and financial analysis, and research in Australian and International tax law contexts.

You will identify, monitor and address emerging tax risks and tax planning techniques, and assist with reviewing complex structures and transactions relevant to valuation matters. Working both independently and collaboratively, you'll lead and mentor others, review their work, and build team capability.

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.

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 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	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=5E666167-8C4C-1618-2CF8-E4347DD803DE

Treasury

Vacancy VN-0762942

Australian Taxation Office

Closing Date:Thursday 02 October 2025

Client Engagement Group
Various teams

Job Title	Valuation Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Box Hill VIC, Dandenong VIC, Geelong VIC, Melbourne VIC, Moonee Ponds VIC
Salary	$150,784 - $179,606
Future Merit Locations	Box Hill, Dandenong, Geelong, Hobart, Melbourne, 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_CEG_616_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=8C77E920-92E1-73AD-B4DF-E4347E0234DA

Duties

We are seeking performance-driven, influential leaders with tax technical and/or valuation skills to join our Private Wealth and Public Groups business lines within the Client Engagement Group.

As a Valuation Director in our Valuation Practice, you will deliver tax technical and policy advice to internal and external clients on valuation matters arising under the tax and superannuation laws.

As a Valuation Director in our Valuation Advisory stream, you will apply your knowledge in valuing real property, plant and equipment, and/or businesses and intangibles across diverse markets and industries to support technical and policy advice on tax and superannuation-related valuation matters for internal and external clients.

You will identify and provide senior leadership on complex and systemic technical valuation issues, and coordinate and review the provision of specialist advice by others, focusing on

transactions where taxation or superannuation outcomes are contingent on a valuation. You'll also lead and support highly complex valuation activities, having regard to broad legal and financial analysis, and research in Australian and International tax law contexts.

You will identify, monitor and address emerging tax risks and tax planning techniques, and scrutinise complex structures and transactions relevant to valuation matters. You'll also provide detailed professional advice on complex problems, and assist in strategic planning, and program/project management.

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.

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 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	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=8C77E920-92E1-73AD-B4DF-E4347E0234DA

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Treasury

Vacancy VN-0762858

Royal Australian Mint

Closing Date:Sunday 28 September 2025

Museum Education and Visitor Services

Job Title	Museum Weekend Supervisor
Job Type	Part-Time, Ongoing
Location	Deakin ACT
Salary	$77,848 - $82,403
Future Merit Locations	Deakin
Office Arrangement	On Site
Office Arrangement Details	On site work is required.
Classification	APS Level 4
Position Number	1444
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/about-us/work-us

About the Mint

The Royal Australian Mint is a small government agency working within the Commonwealth Government Portfolio of the Treasury. The Mint is a non-corporate Commonwealth Entity and is listed under the *Public Governance Performance and Accountability Act 2013* (PGPA Act). The Mint is also covered by the *Public Service Act 1999* (Cth) (PS Act).

The Royal Australian Mint makes coins and other minted products to serve the needs of the Australian economy, foreign countries, investors and collectors. We are stewards of a thriving national institution that showcases our Nations stories through the National Coin Collection, and a word class museum and gallery experience.

The Royal Australian Mint creates public value through a range of coining and minting-related activities. We play a key role in sharing the stories of Australia by recognising significant anniversaries, events, organisations and cultural perspectives through coins.

The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

About the Branch

This position sits within the Museum Education & Visitor Services Branch, whose work aims to build awareness of the Mint and the National Coin Collection among everyday Australians, to educate the community on the importance of currency to our society, and to encourage people to engage with the Mint's collector coins and the stories they tell.

The Museum Education & Visitor Services Branch oversees the Mint Shop and the Museum, and manages the contract of the Mint Café tenant. These are 7-day operations, open along with the building opening hours - The Royal Australian Mint is open 7 days, and our Museum operating hours are 8:30am to 5:00pm weekdays and 10:00am to 4:00pm weekends and public holidays. MEVS also oversees public programs, with large engagement activities like our 'Last Coin' (Dec 31) and 'First Coin' (Jan 1) and an annual 'Family Fun Day' that for 2026 will be aligned to the upcoming 60th anniversary of Decimal Currency. MEVS is the team responsible for the stewardship of the National Coin Collection, and the Curators and Collections Officer team not only care for and build that collection, but draw from it for the curation of our Museum exhibitions and digital programs. Works are planned for a new collection storage facility within the Royal Australian Mint footprint to ensure the National Coin Collection is well managed for future generations.

The Royal Australian Mint features a recently upgraded exhibition space detailing the history of the Australian coin-making and currency journey. Our refreshed visitor experience showcases industrial design, Australian social history a Special Exhibition Gallery, as well as the Mint Shop and Café and our visitor-favourite Factory Viewing Gallery. The Museum at the Mint sees an annual visitation of around 350,000 people including visiting school groups of around 120,000.

About the Role

A rare and exciting job opportunity to supervise the busy weekend tourism-focussed activity at the Royal Australian Mint. The Mint features recently upgraded its Museum, Café and Retail spaces, and this new role seeks to add a Museum Weekend Supervisor to the team to ensure that we're giving our visitors and staff as much care and attention equally across the week and weekend. The Royal Australian Mint visitor experience (of Museum, Mint Shop and Café) are open 7 days a week, 8.30am to 5pm weekdays and 10am to 4pm weekends and public holidays. The Museum at the Mint sees an annual visitation of around 350,000 people including visiting school groups of around 120,000. Our future Museum Weekend Supervisor to might have a background in retail, hospitality, cultural institutions, but will definitely love leading teams and working with the public.

This part-time role will be Friday to Monday.

Duties

The duties of this position include:

1. Providing onsite supervision of the Museum Host and Mint Shop teams ensuring adequate staffing or, providing coverage where staffing resources are limited.
2. Assisting with the day-to-day activities of the Mint Shop, including delivering Museum and Education tours and completing counter sales of all numismatic and non-numismatic products.
3. Responding to visitor enquiries and managing those escalated by Sales Representatives, striving for positive outcomes.
4. Working with the week day leadership of both Museum and Shop teams, to ensure you are briefed on relevant changes and are prepared for upcoming weekend activities; and reciprocating on past weekend activities.
5. Providing peer-based training and mentoring to team members to improve the quality of the customer service experience.
6. Providing start-of-day and end-of-day planning, including roster coverage, group booking advice, shop inventory control, accuracy of receipting, accounting of daily takings and verifying the reconciliation of discrepancies.
7. Addressing time-sensitive weekend inbox correspondence, including phone and in-person requests and issues. Making sure that they are escalated to the weekday team where necessary.
8. Understanding workplace health and safety responsibilities and creating a safe visitor and staff working environment.
9. Undertaking the duties of Emergency Warden and First Aid Officer.

Eligibility

Security clearance

This position requires a **Baseline** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Requirement

Holds, or has the ability to obtain a current ACT Working with Vulnerable People Card.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint.

Please submit your application by **11:30pm** on **Sunday 28 September 2025**. You will need to upload:

- a current resume
- a one-page pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Brooke Edwards, 02 6202 3464
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0762991

Royal Australian Mint

Closing Date:Sunday 05 October 2025

Museum Education and Visitor Services

Job Title	Museum Host
Job Type	Full-Time;Part-Time, Ongoing
Location	Deakin ACT
Salary	$69,683 - $74,580
Future Merit Locations	Deakin
Office Arrangement	On Site
Office Arrangement Details	On site work is required.
Classification	APS Level 3
Position Number	Multiple
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/about-us/work-us

About the Mint

The Royal Australian Mint is a small government agency working within the Commonwealth Government Portfolio of the Treasury. The Mint is a non-corporate Commonwealth Entity and is listed under the *Public Governance Performance and Accountability Act 2013* (PGPA Act). The Mint is also covered by the *Public Service Act 1999* (Cth) (PS Act).

The Royal Australian Mint makes coins and other minted products to serve the needs of the Australian economy, foreign countries, investors and collectors. We are stewards of a thriving national institution that showcases our Nations stories through the National Coin Collection, and a word class museum and gallery experience.

The Royal Australian Mint creates public value through a range of coining and minting-related activities. We play a key role in sharing the stories of Australia by recognising significant anniversaries, events, organisations and cultural perspectives through coins.

The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

About the Branch

This position sits within the Museum Education & Visitor Services Branch, whose work aims to build awareness of the Mint and the National Coin Collection among everyday Australians, to educate the community on the importance of currency to our society, and to encourage people to engage with the Mint’s collector coins and the stories they tell.

The Museum Education & Visitor Services Branch oversees the Mint Shop and the Museum, and manages the contract of the Mint Café tenant. These are 7-day operations, open along with the building opening hours - The Royal Australian Mint is open 7 days, and our Museum operating hours are 8:30am to 5:00pm weekdays and 10:00am to 4:00pm weekends and public holidays. MEVS also oversees public programs, with large engagement activities like our ‘Last Coin’ (Dec 31) and ‘First Coin’ (Jan 1) and an annual ‘Family Fun Day’ that for 2026 will be aligned to the upcoming 60th anniversary of Decimal Currency. MEVS is the team responsible for the stewardship of the National Coin Collection, and the Curators and Collections Officer team not only care for and build that collection, but draw from it for the curation of our Museum exhibitions and digital programs. Works are planned for a new collection storage facility within the Royal Australian Mint footprint to ensure the National Coin Collection is well managed for future generations.

The Royal Australian Mint features a recently upgraded exhibition space detailing the history of the Australian coin-making and currency journey. Our refreshed visitor experience showcases industrial design, Australian social history a Special Exhibition Gallery, as well as the Mint Shop and Café and our visitor-favourite Factory Viewing Gallery. The Museum at the Mint sees an annual visitation of around 350,000 people including visiting school groups of around 120,000.

About the Role

Are you a passionate communicator or presenter who loves sharing informative content and storytelling? The Royal Australian Mint is looking for Museum Hosts to join our busy team. The Royal Australian Mint visitor experience (of Museum, Mint Shop and Café) are open 7 days a week, 8.30am to 5pm weekdays and 10am to 4pm weekends and public holidays. The Museum at the Mint sees an annual visitation of around 350,000 people including visiting school groups of around 120,000.

Our Museum Hosts lead public tours and supervise the busy museum floor, greet our guests and help with wayfinding, and deliver our education programs and school holiday programs.

Are you flexible and prefer non-traditional schedules? We have multiple positions to recruit, both full-time equivalent and part-time shifts, and are keen to hear about your availability and interest.

While we are open 7 days and can offer shifts across this time, our busiest school visit days are Tuesday, Wednesday and Thursday during semester, and so if you're a parent returning to the workforce and juggling school pickup times, have carer responsibilities or are a university student looking to balance classes, this might be the role for you.

Duties

The duties of this position include:

1. Providing exceptional and memorable customer experiences, including greeting visitors at the Welcome Desk and managing their journey through a busy Museum floor.
2. Presenting education programs and content to audiences of differing ages, levels and abilities; understanding that Australian Curriculum deliverables are met where required and tailoring presentation styles accordingly.
3. Presenting or supervising school holiday and other family-focussed education-led hands-on content.
4. Presenting dynamic and informative tours to a variety of audiences with a degree of professionalism.
5. Investing time in learning about our history, our programs, Australian culture, financial and social history to be able to respond to our visitors' questions.
6. Assisting in the broader work of the Museum Education and Visitor Services team, including but not limited to, delivering public programs, conducting visitor surveys, and assisting in the work on education and web resources.
7. Maintaining the safety and security of visitors and the Museum.

Eligibility

Requirement

An Australian Capital Territory Working with Vulnerable People (WWVP) registration.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint.

Please submit your application by **11:30pm** on **Sunday 5 October 2025**. You will need to upload:

- a current resume
- a one-page pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Cris Kennedy, 02 6202 8771
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0763014

Royal Australian Mint

Closing Date:Sunday 28 September 2025

Museum Education and Visitor Services

Job Title	Assistant Collection Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	$69,683 - $74,580
Future Merit Locations	Deakin
Office Arrangement	On Site
Office Arrangement Details	On site work is required.
Classification	APS Level 3
Position Number	1450
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/about-us/work-us

About the Mint

The Royal Australian Mint is a small government agency working within the Commonwealth Government Portfolio of the Treasury. The Mint is a non-corporate Commonwealth Entity and is listed under the *Public Governance Performance and Accountability Act 2013* (PGPA Act). The Mint is also covered by the *Public Service Act 1999* (Cth) (PS Act).

The Royal Australian Mint makes coins and other minted products to serve the needs of the Australian economy, foreign countries, investors and collectors. We are stewards of a thriving national institution that showcases our Nations stories through the National Coin Collection, and a word class museum and gallery experience.

The Royal Australian Mint creates public value through a range of coining and minting-related activities. We play a key role in sharing the stories of Australia by recognising significant anniversaries, events, organisations and cultural perspectives through coins.

The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

About Museum Education and Visitor Services Branch

This position sits within the Museum Education & Visitor Services Branch, whose work aims to build awareness of the Mint and the National Coin Collection among everyday Australians, to educate the community on the importance of currency to our society, and to encourage people to engage with the Mint's collector coins and the stories they tell.

The Museum Education & Visitor Services Branch oversees the Mint Shop and the Museum and manages the contract of the Mint Café tenant. These are 7-day operations, open along with the building opening hours - The Royal Australian Mint is open 7 days, and our Museum operating hours are 8:30am to 5:00pm weekdays and 10:00am to 4:00pm weekends and public holidays. MEVS also oversees public programs, with large engagement activities like our 'Last Coin' (Dec 31) and 'First Coin' (Jan 1) and an annual 'Family Fun Day' that for 2026 will be aligned to the upcoming 60th anniversary of Decimal Currency. MEVS is the team responsible for the stewardship of the National Coin Collection, and the Curators and Collections Officer team not only care for and build that collection, but draw from it for the curation of our Museum exhibitions and digital programs. Works are planned for a new collection storage facility within the Royal Australian Mint footprint to ensure the National Coin Collection is well managed for future generations.

The Royal Australian Mint features a recently upgraded exhibition space detailing the history of the Australian coin-making and currency journey. Our refreshed visitor experience showcases industrial design, Australian social history a Special Exhibition Gallery, as well as the Mint Shop and Café and our visitor-favourite Factory Viewing Gallery. The Museum at the Mint sees an annual visitation of around 350,000 people including visiting school groups of around 120,000.

About the Role

We are looking for an Assistant Collection Officer to join our team in Museum Education and Visitor Services at the Royal Australian Mint.

The newly-upgraded Museum experience at the Royal Australian Mint is curated from our National Coin Collection (NCC) - over 18,000 objects that includes coins produced here at the Mint, but also original designs and plasters, books and historical records.

The Assistant Collection Officer reports to and takes direction from the Collection Officer in delivering the day-to-day administration of The National Coin Collection.

This role helps maintain that Collection - providing administrative support and assistance with research, exhibition content, maintaining the collection database, accessioning, responding to public enquires, digitisation, Collection stocktake and assisting in access to the Collection.

As planning has commenced for the construction of a purpose-built storage facility within the existing Mint building footprint, our Assistant Collection Officer will have a career-defining opportunity to participate in the project work supporting the Collection move, and contributing to its care and stewardship for future generations.

Because of their strong attention to detail and care for our Collection, they will enjoy contributing to its growth while ensuring we maintain a strong focus on complying with WHS and risk requirements are met as we build the value and breadth of this important Collection.

Duties

The duties of this position include:

1. Assisting the Collection Officer in the administration of the National Coin Collection, including accessioning, updating and maintaining the collection database, research, assisting with collection access, and provide stocktake and retrieval of the Collection.
2. Assisting in project work on the Collection’s migration to a new purpose-built facility.
3. Responding to online, telephone and email enquiries related to the Collection.
4. Contributing to the work of the digitising our NCC objects.
5. Providing further support to the broader team including helping with administrative tasks and occasional support of public program activity.
6. Understanding and complying with all workplace health and safety responsibilities.

Eligibility

Security clearance

This position requires a **Baseline** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Requirement

Holds, or has the ability to obtain a current ACT Working with Vulnerable People Card.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint.

Please submit your application by **11:30pm** on **Sunday 28 September 2025**. You will need to upload:

- a current resume
- a two-page pitch that describes how your skills meet the requirements of the role as detailed in the position description.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Erinn Spink, 02 6202 3489
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0762779

Australian War Memorial

Closing Date:Sunday 28 September 2025

Public Programs
Public Programs Exhibitions

Job Title	Manager, Exhibitions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$116,859 - $126,287
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	25-111
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

The Exhibitions Section has responsibility for the development and management of the Memorial's galleries and touring exhibitions programme. This includes the planning and delivery of permanent and temporary exhibitions, displays and travelling exhibitions, including the implementation of an extensive gallery maintenance programme and integration during the Development Project.

Working to the Head, Exhibitions, the Manager, Exhibitions takes a lead role on exhibitions and projects and is responsible for maintaining the high standard of presentation within the galleries and exhibitions on tour. The role requires a project manager experienced in the delivery of exhibition design projects within the museum or cultural sector; an understanding of museum practice; the ability to lead several projects simultaneously and at various stages; experience in the development and management of a touring exhibitions program; mentoring staff members, collaboration and liaison with Memorial staff, stakeholders and external contractors.

The non-ongoing positions will initially be filled for 12 months, with the possibility of extension and/or permanency.

Duties

Working with the Head of Exhibitions, the EL1 Manager, Exhibitions, will provide project management and administrative support in the planning, implementation and maintenance of

permanent, temporary and touring exhibitions. and support the delivery of transition projects that integrate the Development Project with existing Memorial exhibitions and displays. Works include:

- Manage all aspects in the planning, integration and delivery of transition exhibition projects, touring and general exhibitions and displays as required;
- Development and preparation of exhibition documentation for curatorial, collections, design, production, fabrication, construction, through all exhibition development phases;
- Establish and maintain productive working relationships with the Development Project team, Memorial staff, contractors and stakeholders as required;
- Collaborate with the Exhibitions team to deliver exhibitions projects and other works against the agreed business plan;
- Develop and implement exhibition policies and practices and advocate for the highest standard exhibition display, design and interpretation;
- Contribute to the preparation of reports, grants, sponsorship proposals and acquittals as required;
- Develop, manage and report against exhibition development and maintenance budgets;
- Coordinate the planning of exhibition tours, crating, installation and demount of identified exhibitions;
- Manage procurement of goods and services as they relate to the exhibition program including the development and management of contracts;
- Provide leadership and supervision to a small team of exhibition staff including monitoring and prioritising the work of the team against the agreed business plan while fostering team development and identifying opportunities for improved working practices to reflect the changing environment of museums and cultural collections.
- Manage and coordinate meetings and prepare and distribute minutes as required;
- Other administrative tasks as required.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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	Jen Mattiuzzo, 02 6243 4574
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0762893

Australian War Memorial

Closing Date:Sunday 28 September 2025

Public Programs
Public Programs Exhibitions

Job Title	Exhibitions Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$84,228 - $91,809
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	APS Level 5
Position Number	25-112
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

The Exhibitions Officer will work as part of multidisciplinary exhibition project teams that may include external consultants and contractors such as designers and trade contractors; as well as cross-branch disciplines including but not limited to, historical, curatorial, registration, conservation, audiovisual, buildings, web and marketing.

The position requires experience in the delivery of interpretative exhibition design projects within the museum or art gallery sector; a thorough understanding and appreciation of contemporary museum practices; the ability to contribute to several projects simultaneously at various phases; as well as high level communication and liaison skills.

The Exhibitions Section has responsibility for the development and management of the Memorial’s galleries and touring exhibitions programme. This includes the planning and delivery of permanent and temporary exhibitions, displays and travelling exhibitions, including the implementation of an extensive gallery maintenance programme and integration during the Development Project.

The position requires experience and skills in the development and maintenance of interpretative exhibitions for permanent galleries and touring exhibitions. Experience with design projects in the museum or cultural sector; a thorough understanding and appreciation of contemporary museum practice; the ability to contribute to several projects simultaneously; as well as high level communication and liaison skills.

This position involves manual handling.

Duties

Under direction, provide project management and administrative support in the planning, production and installation of permanent and touring exhibitions and gallery maintenance projects, including:

- Coordinate exhibition documentation, including curatorial, collection, design, production, fabrication, and construction documentation through all exhibition development phases;
- Prepare and coordinate exhibition tour documentation, including but not limited to, crating lists; venue confirmations; loan agreements; marketing packs; and briefing material;
- Coordinate meetings and prepare and distribute minutes;
- Establish and monitor exhibition lists;
- Assist in the implementation of exhibition policies and practices;
- Raise and track purchase orders using the Memorial's finance management system;
- Raise and track image orders using the Memorial’s digital media system;
- Coordinate host venue visitor statistics, reports and surveys; and
- Establish and maintain productive working relationships with Memorial staff, exhibition designers and external contractors; and staff at State, metropolitan and regional cultural institutions across Australia
- Coordinate and contribute to the installation and demount of exhibitions at the Memorial and on tour;
- Contribute to the preparation or reports, grants, sponsorship proposals and acquittals;
- Manual handling and movement of a wide range of collection material, exhibition infrastructure, including graphic material, showcasing and exhibition furniture.

Eligibility

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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.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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To Apply

Position Contact	Jen Mattiuzzo, (02) 02 6243 4574
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0762895

Australian War Memorial

Closing Date:Sunday 28 September 2025

Public Programs
Public Programs Exhibitions

Job Title	Exhibitions Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$94,887 - $105,910
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	APS Level 6
Position Number	25-110
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

https://www.awm.gov.au/get-involved/employment

The Exhibitions Section has responsibility for the development and management of the Memorial's galleries and touring exhibitions programme. This includes the planning and delivery of permanent and temporary exhibitions, displays and travelling exhibitions, including the implementation of an extensive gallery maintenance programme and integration during the Development Project.

The Exhibitions Team Leader works directly to the EL1, Manager, Exhibitions and EL2 Head, Exhibitions as required. The position requires experience in the delivery of interpretative exhibition design projects within the museum or cultural sector; an understanding of museum practice; the ability to contribute to several projects simultaneously at various stages; and high-level communication and liaison skills.

This role provides project management and administrative support to a wide range of exhibition and gallery maintenance projects. The role exercises reasonable independence and accountability in the application of practices and procedures, sets individual priorities and manages workflows.

The Exhibition Team Leader provides technical advice and expertise in relation to complex issues of exhibition design and development, including foreshadowing problems, assessing risk, and proposing appropriate and innovative solutions

This position involves manual handling.

Duties

Working under limited direction, provides project management support and implementation in the planning and maintenance of the Memorial's permanent, temporary and touring exhibitions program, including:

- Coordinate and project manage the delivery of exhibition documentation, including curatorial, collection, design and production, fabrication and construction documentation through to installation;
- Establish and monitor exhibition lists;
- Design and project manage bespoke interpretive floor plans and elevations for Memorial displays and touring exhibitions; and amendment of exhibition artwork files as necessary;
- Draft briefing material, contribute to the preparation of reports, grants, sponsorship proposals and acquittals;
- Draft, monitor and report on project budgets and schedules;
- Manage the installation and demount of exhibitions at the Memorial and touring venues, and supervises the work of other venue staff on tour;
- Establish and maintain productive working relationships with stakeholders;
- Review and draft procedural documents, and assist in the implementation of exhibition policies and practices;
- Contribute to Section planning;

- Demonstrate best practice in relation to manual handling and movement of a wide range of collection material, exhibition infrastructure, including graphic material, showcasing and exhibition furniture.

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

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To Apply

Position Contact	Jen Mattiuzzo, (02) 6243 4574
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0762946

Department of Veterans' Affairs

Closing Date:Thursday 09 October 2025

Open Arms - Veterans and Families Counselling
Clinical Operations

Job Title	Group Program Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$101,449 - $115,199
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-2025-0282
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Open Arms – Veterans & Families Counsellingis Australia's leading provider of high-quality mental health assessment and clinical counselling services for Australian veterans and their families. We

focus on meeting client needs through a combination of proven clinical practices and new, and emerging evidence-based approaches.

Group Program Coordinators (APS 6) work within the Open Arms Division of the Department of Veterans' Affairs (DVA), providing coordination and management of the Open Arms Group Programs across the Australian Capital Territory and Southern New South Wales (ACT/SNSW) regions.

Group Program Coordinators work under the direction of an Assistant Director to deliver a suite of group treatment programs and psychoeducational workshops to support veterans and their family's mental and social health and their transition from the military to a predominantly civilian life. Group programs generally involve a small group of clients (minimum 6 to maximum of 15) led by 1-2 facilitators, including internal and external clinicians and lived experience professionals (peers) where possible. The Group Program Coordinator will bring knowledge of veterans' and their families' experiences to the role and will demonstrate respect for all clients and uphold a strong commitment to confidentiality and privacy.

Duties

- In accordance with organisational goals and identified regional demand, ensure a program of treatment and psychoeducational groups and workshops are promoted, and delivered to targeted populations
- Develop an annual group program schedule - review current group program material to deliver group programs which include pre/post group assessments with participants and group program evaluation and reporting
- Manage group program queries, share group program objectives and be the client contact point for group programs across the ACT/SNSW region
- Provide training, on-boarding and off-boarding to Group Program Facilitators (GPF's) and act as the Open Arms liaison point of contact by providing on-going information, debriefing and support
- Ensure that GPF's meet Key Performance Indicators in accordance with the Open Arms Quality and Safety Framework to ensure continuous improvement. (* This will not be required when new Model of Care (MoC) is introduced)
- Maintain and manage a database of GPF's and update administrative staff on availability of GPF's to facilitate group programs
- Work closely with the Group Program Support Officer to Plan, Promote, Deliver and Evaluate Group Programs. Oversee Financial Management of group program budget expenditure, DVA procurement activities and associated requirements
- Work collaboratively with the Outreach Program Coordinator and Assistant Director Outreach and Groups to support regional service delivery via the outreach and partnership arrangements as required
- Maintain a small clinical workload of clients as negotiated with the Assistant Director
- Engage with complainants to identify concerns and develop options to achieve resolution
- Schedule and attend Continuing Professional Development (CPD) activities, including clinical supervision, to maintain professional registration
- Apply the principles of cooperative and safe working practices consistent with APS Values and the Department's mission, vision, approach and values
- Participate in community development and service promotion activities, as required

- Participate in Open Arms program evaluation and research activities, contributing to project management activities that implement strategic directions and quality improvement recommendations, and provide feedback for ongoing development of clinical policies and procedures, as required.

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 DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory Requirements

- Currently hold or ability to obtain a Working with Vulnerable People registration **OR**
- Currently hold or ability to obtain a Working with Children check.

In addition to the above, one of the following:

- Qualifications as a registered Psychologist / Occupational Therapist / Registered Nurse with full AHPRA registration, **OR**
- Qualification as a Social Worker with membership of the Australian Association Social Workers (AASW) on commencement, **OR**
- A Masters-level counselling qualification and registration with PACFA as a Registered Clinical Counsellor or with ACA at Level 3 or Level 4.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

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	Harvey More, 02 6225 4620
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-0762949

Department of Veterans' Affairs

Closing Date:Thursday 02 October 2025

Ministerial, Engagement and Communication
Communications

Job Title	Assistant Director Strategic Communication
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$127,621 - $140,143
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	Executive Level 1
Position Number	EXT-2025-0283
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Strategic Communications team is part of the Communications Branch. The Branch ensures DVA's commitment to veterans and families through coordinated communication, handling media enquiries, managing social media, and providing graphic design, online publishing, and internal communications.

The Strategic Communications team develops and implements comprehensive strategies in partnership with department business areas to promote DVA programs and policies. The team also advises and supports the Minister for Veterans' Affairs regarding communication opportunities and activities.

We’re looking for a high performer to join the team. In this role, you will leverage your communications expertise to lead a small team and manage a diverse array of projects, delivering strategic advice and crafting impactful communication strategies. Your experience in government communications will be invaluable as you navigate complex priorities and provide high-level support to key stakeholders.

You will thrive in an environment that values excellence in written and verbal communication, enabling you to influence and negotiate effectively. Your creativity and sound judgement will be essential as you engage with Senior Executives, the Minister’s Office, government agencies, and other stakeholders.

This position requires strong leadership and project management skills and offers you the opportunity to showcase your innovation and capability within a dynamic and supportive team. Join us and make a meaningful impact on the lives of veterans and families through your communication expertise.

Duties

- Leading the development and implementation of communication strategies and products for key departmental projects and initiatives
- Using your highly developed written and communication skills to negotiate and communicate with influence
- Providing high-level communication advice to senior management and business areas
- Assisting the Director in team management, team reporting and team planning
- Using your leadership skills to lead a small team
- Developing and maintain effective relationships with internal and external stakeholders
- Supporting launches, presentations, events and other activities if required.

Eligibility

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- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

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To Apply

Position Contact	Ryan Selmes, 0437 230 816
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0762653

Department of Parliamentary Services

Closing Date:Monday 06 October 2025

Corporate Services
Commercial Operations Recreation and Tenancy

Job Title	Recreation and Tenancy Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$97,841 - $109,967
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	The successful candidate will be required to work onsite at one of the DPS office locations in Canberra.
Classification	APS Level 6
Position Number	JR32986
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 seeking an experienced and customer-focused Recreation and Tenancy Manager to join the Commercial Operations Branch.

This is a unique opportunity to work in one of Australia’s most recognisable venues, where you will enjoy a competitive salary, free parking, and complimentary gym membership. As part of a dedicated team, you will lead the front-of-house operations across several key retail outlets, including the Staff Dining Room, Queens Terrace Café, Coffee Hub, and Coffee Cart.

The Recreation and Tenancy Coordination team provide valued services to the Press Gallery and retail tenants at Australian Parliament House (APH). The team also manage and provide administrative support to the Health and Recreation Centre and the Hair and Wellness Centre. The core remit of the team is to be responsive to our tenant’s needs, develop and implement strategies to promote DPS services and ensure tenants deliver services that building occupants value. Much of the team’s work involves managing a diverse range of external stakeholder relationships at APH.

The team manage contract and licence agreements to ensure compliance with best practice and Commonwealth requirements. This involves property management including day-to-day maintenance of APH facilities to more complex suite renovations which can span several months. Separately, the team support and promote DPS health and wellbeing services delivered in the gym, salon and beauty centre.

Who we are looking for

The Recreation and Tenancy Manager supports the Director with the management and coordination of tenancy arrangements within Australian Parliament House (APH). The successful candidate will assist in the development of strategies to ensure commercial services align to the needs of building occupants, are innovative and deliver service excellence.

The role requires a leader with effective stakeholder management and communication skills, and an understanding of delivering results and solving problems in a public sector environment. You will have a demonstrated understanding of government processes, policies and procedures including Commonwealth procurement guidelines, financial delegation and financial acumen.

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

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

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Sarah Hamilton, 02 6277 5680
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762341

Bureau of Meteorology

Closing Date:Thursday 11 September 2025

Data & Digital Group
Delivery Office

Job Title	Senior Project Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$135,402 - $152,073
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	60019298 & 60019299
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=485C854F-7059-E83D-B785-E4203D9C2FD8

We are seeking the services of an experienced Senior Project Manager with the capabilities to lead and manage the delivery of projects within the Data & Digital Delivery Office, in the Program Services team.

The Data & Digital Group provides information, computing, and communications solutions to enable the Bureau to provide the highest quality of observations, weather, climate, ocean, and hydrological products and services to Australia. The Delivery Office provides project delivery services, and this role will be key to delivering significant projects and programs undertaken through the Delivery Office.

The role will be accountable for project planning, delivery of outputs and outcomes set out in the plan(s) and managing key activities through the project lifecycle in accordance with the Bureau Delivery Framework. In the immediate term, this role is integral to the delivery of the National Flood Warning Infrastructure Network (FWIN) Program, a program will see approximately 1600 flood warning sites acquired and remediated over the remaining 8 years of delivery. The scope involves upgrades and new installations of observing and communications equipment across Australia, including many remote sites. Site-specific scope ranges from minor component upgrades (such as modem replacement) through to full deployment of new automated range gauges and water level gauges, and upgrade of the flood warning network communications infrastructure.

The Flood Warning Network (FWN) Infrastructure Delivery Senior Project Manager will report to Infrastructure Delivery Senior Program manager, working with other project managers, technical SMEs and other SMEs across the Bureau to plan and develop detailed documentation for the field installation and commissioning of in scope sites and execute against the plan.

The scope involves upgrades and new installations of observing and communications equipment at hundreds of sites across Australia, including many remote sites. Site-specific scope ranges from minor component upgrades (such as modem replacement) through to full deployment of new automated range gauges and water level gauges, and upgrade of the flood warning network communications infrastructure.

The ideal candidate is a person who thrives in a team-based workplace, is dedicated to achieving outcomes using effective and efficient methods, is able to communicate clearly with a range of people, has advanced project management skills and understands how to tailor processes based on each project’s characteristics to ensure the right level of control.

The ideal candidate will work alongside the other stream of the National Flood Warning Infrastructure Program to deliver to the business outcomes. They will also demonstrate a growth mindset and be flexible and able to support and lead where required.

Duties

The responsibilities of the role include but are not limited to:

1. Plan and manage the delivery of assigned projects, selecting appropriately from plan-driven/predictive approaches or more adaptive approaches such as PRINCE2-based framework utilising Agile, ITIL and ADKAR methodologies in alignment with the Enterprise Portfolio Management Framework, Bureau Delivery Framework and ICT Delivery Model.
2. Develop and manage project schedule(s) ensuring management of scope in line with the project/program plan(s) and approved designs.
3. Manage project risks, issues, dependencies, changes and quality.
4. Manage financial tracking, forecasting and reporting for the projects including using the EPMO-endorsed project tracking tools, and represent projects for all associated project meetings.
5. Manage and maintain project artefacts following Bureau standards and ensuring contribution to the continual uplift of governance, standards, processes and templates.
6. Manage and co-ordinate project resources to deliver work packages and products, ensuring resource forecasting, facilitating onboarding, managing team performance and engaging all relevant parties.
7. Coordinate the delivery of services and manage Design, Build, Testing, Transition to Operations (including GoLive Documentation), Technology Change Management, Implementation and Post Implementation Review.
8. Liaise with relevant internal and external stakeholders as the main point of contact for all aspects of the projects, ensuring they are engaged and informed while anticipating internal/external client needs and issues.

9. Manage procurements of infrastructure, hardware, software and internal/external IT or other services as required, ensuring appropriate resourcing and funding is available for transition and operation.
10. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
11. Demonstrate a commitment to APS Values, Employment Principles, Code of Conduct and the Bureau's Social Justice Strategy.

Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

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 agency.

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To Apply

Position Contact	Ian Murray, 9669 4849
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=485C854F-7059-E83D-B785-E4203D

Climate Change, Energy, the Environment and Water

Vacancy VN-0762696

Bureau of Meteorology

Closing Date:Tuesday 30 September 2025

Business Solutions Group
National Security and Space

Job Title	Senior Defence Meteorologist
Job Type	Full-Time;Part-Time, Ongoing
Location	Bungendore NSW, Canberra ACT
Salary	$115,443 - $125,832
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 working arrangements available subject to operational requirements
Classification	Executive Level 1
Position Number	60010578
Agency Website	

Job Description

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

We are seeking a dedicated professional to fill the role of the Senior Defence Meteorologist.

Who are you?

You enjoy working in a customer focussed national security environment, high performing supportive team embedded on the customer site in the Canberra region.

Who are we?

The National Security & Space Program sits within the Bureau's Business Solutions Group and is the primary provider of environmental intelligence to national security agencies, specifically the

Australian Defence Force (ADF). Services provided by this Program enhance Australia's national security agenda through the provision of accurate, timely and relevant environmental intelligence, including space weather, meteorological, oceanographic services, and climate data.

Services to Defence and the ADF specifically include the provision of forecasts, real-time observations, climatological data, and oceanographic data and services, meteorological training, professional advice to assist decision-making and planning, and direct support to operations and activities.

The position reports to the Manager Defence Operations – HQ Joint Operations Command and assists in the operational service delivery of the Meteorological Intelligence Support Team (MIST) in support of the ADF operations management at Joint Operations Command (JOC).

The MIST operates from the Australian Defence Force (ADF) Headquarters Joint Operations Command (HQJOC) near Bungendore, NSW. This position operates as part of 24/7 shift activity and acts as the central point of contact for the ADF by providing meteorological support to Defence operations and exercises. Presence on site at HQJOC is essential and will be required to build partnerships and communicate effectively with the ADF senior intelligence and planning officer community, and the ADF meteorological community. The MIST also acts as the Incident Management Hub for meteorological operations nationwide and provides a central point of contact for Defence Weather Services (DWS) operations. The role may develop to support other National Security agencies.

The position is part project work combined with operational shift work including night shifts, day shift and weekend rostering as part of a structured roster. The project work provides support to the MIST by responding to Defence requests and through assisting the MDO-HQJOC. As a senior meteorologist, the operational role supervises products and services produced by junior meteorologists, and in the absence of junior meteorologists, provides weather watch for Australia and other areas of ADF operations worldwide, provides guidance to senior ADF personnel on meteorological and Bureau specialised products and services for security and intelligence briefings. The position also ensures the efficient production of meteorological forecasts in support of Defence operations and exercises.

The Senior Defence Meteorologist acts in accordance with Bureau and Defence governance frameworks and prescribed National Security and Space Program plan, policies and procedures.

The occupant is required to liaise internally to manage incidents that arise in the course of Defence

Weather Service operations as per the Bureau's HS&E policies and procedures. This position is Canberra/Bungendore based and remote options would be challenging to support due to the need to be embedded in a customer location. Candidates are encouraged to approach the point of contact to discuss if they believe a flexible arrangement might be possible.

Duties

The responsibilities of the role include but are not limited to:

1. Use wide professional knowledge to analyse complex meteorological data and interpret numerical weather prediction models. Prepare aviation, marine and land-based forecasts and warnings for ADF global operations, bases and exercise locations as required, monitoring forecasts against observed conditions, and making timely amendments as necessary.
2. Provide a meteorology central point of contact with the ADF. Provide forecasts, briefs and/or advice to the ADF on various Bureau products and services including but not limited to, meteorology, space weather, climate, tsunamis, volcanic ash and earthquakes. Assist the ADF in planning for exercises and operations throughout Australia and overseas, where guidance may be limited or unavailable. Provide an advisory service to the ADF and other National Security agencies to optimise national security, safety, reliability and reduce economic impacts.
3. Manage, supervise, guide and provide administrative support to junior meteorologists.
4. Provide a central point of contact within Defence Weather Services for incident management, including but not limited to, HS&E for all DWS staff, observation and infrastructure outages and Post Event Review Management. Verify and evaluate services and participate in the design, research, development and implementation of projects aimed at improving DWS.
5. Verify and evaluate services and participate in the design, research, development and implementation of projects aimed at improving DWS.
6. Prepare and supply reports, and undertake investigations and studies on Defence and aviation weather related issues that affect ADF operations. Provide feedback to staff, management and the ADF to ensure optimal service provision and continuous improvement. Provide policy advice as necessary to the program office.
7. Participate in ensuring the quality and effectiveness of DWS and [as appropriate] the
8. ongoing development, implementation and maintenance of the quality management system
9. and, where appropriate, the associated AS/NZS ISO 9001quality management standard certification.
10. Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors.

Eligibility

Australian Citizenship

The successful candidate will be required to achieve a Negative Vetting 2 clearance from the Australian Government Security Vetting Agency

A valid drivers license is required.

Mandatory qualifications & experience

Qualification as a meteorologist is required. Candidates should hold a a Basic Instruction Package for Meteorologists (BIP-M), as defined by the World Meteorological Organisation (WMO). Demonstrated experience in forecasting, atmospheric sciences or science may be considered in place of the BIP-M.

Notes

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To Apply

Position Contact	Jennifer Hastings, Manager Defence Operations – Joint Operations, 0438 536 691
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762795

Bureau of Meteorology

Closing Date:Thursday 25 September 2025

Data & Digital
Service & Infrastructure Management

Job Title	Senior Service Management Specialist
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019363
Agency Website	

Job Description

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

Within the Data and Digital Group, the Service Delivery & Performance Team is responsible for leading the Service Management Capability and maturing of the ITIL based processes that support Enterprise Service Management across the Bureau.

It is also responsible for the development, support, and maintenance of the Bureau's Enterprise Service Management (ESM) system- currently Cherwell provided by Ivanti.

This is utilised across the Bureau of Meteorology for management of all technology incidents and requests, and other ITIL aligned processes required to manage the technology environment within the Bureau. The team takes an end-to-end view of user support and adheres to ITIL best practice for service management.

Based at the Bureau's Melbourne Office, this role with other team members is crucial in leading the Service management capability uplift work currently underway and managing the Bureau's New ESM (Enterprise Service Management) system Neurons.

The Senior Service Management Specialists are expected to lead the maturing and uplift of key ITIL process capability areas including but not limited to Service catalogue, Configuration

management, Knowledge management, and Service level management. You will have excellent experience in dealing with internal colleagues and senior leaders, providing expertise, guidance, and practical process knowledge in the ITIL based service management capability uplift.

The appointee will be expected to participate in the development, implementation and continuous improvement of the Bureau's service management capability. A strong record of service management experience in developing ITIL processes and their successful implementation along with excellent communication and organisational skills of a high order are required. The appointee will need to have excellent written and verbal communication skills to liaise with internal colleagues, support teams, vendors and management. The ability to produce and then present ITIL Service management artefacts is also greatly desired.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of resume, contact details for two referees and a ‘500-word pitch’ that considers:

• position overview

• job responsibilities

• selection criteria

• relevant sections of the Integrated Leadership System (ILS) and APS work level standards.

Duties

The responsibilities of the role include but are not limited to:

Service Management

• Contributing to the development and implementation of plans, policies, and procedures to increase the value and impact of service management and related activities, including collaboration and integration with other Bureau Programs.

• Provide high-level expertise and technical knowledge to develop and improve service management solutions and articulate the benefits realised by this capability to the Data & Digital Group and the broader Bureau groups.

• Maintaining an understanding of the operational environment, within which the Service Management Program functions, and actively contribute to routine reporting on key performance metrics.

• Engaging and collaborating with key stakeholders on the Service Management Program to identify service improvement opportunities, achieve stated Program and team outcomes and facilitate cooperation across the Program.

• Participating in the development and coordination of team-level and Bureau-wide training requirements and artefacts. Supporting the development of key ESM artefacts and their adoption across the Bureau

Capability Leadership

• Drive and continually improve the ITIL based Service management capability

• Support the organisational change management teams regarding Service management processes

• Take responsibility for the achievements of one's own and team outcomes, monitoring progress and follow through on activities to deliver quality outcomes with a focus on competency, culture, and cohesion.

• Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

• Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy.

Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

ITIL v3 certification or relevant experience in ITIL process management. ITIL 4 Certification is highly regarded.

Notes

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To Apply

Position Contact	Madappuli A L N Fernando, madappuli.fernando@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762826

Bureau of Meteorology

Closing Date:Thursday 25 September 2025

Business Solutions
Energy & Resources

Job Title	Energy & Resources Project Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$115,443 - $125,832
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	Both full time and part time will be considered. Flexible working available.
Classification	Executive Level 1
Position Number	60018869 & 60018382
Agency Website	

The Energy & Resources (E&R) Program is responsible for delivering $335m of impact and value to improve the safety, reliability, resilience and productivity of the energy and resources sectors in Australia and the Asia-Pacific Region.

We are seeking an experienced project manager to plan, manage and deliver key project outcomes within the E&R Program in accordance with the Bureau Delivery Model.

The Project Manager, E&R, will work under the direction of the Projects Team Lead to deliver projects delivering impact and value to the energy and resources sectors. The projects will involve working with colleagues across several Programs of the Bureau including managing technical input from areas such as the Data and Digital Group, Research and operational forecasting. The Project Manager will tailor project management methodologies and approaches under the guidance of the Bureau's Enterprise Portfolio Management Office.

The ideal candidate is a person who thrives in a team-based workplace, is dedicated to achieving outcomes using effective and efficient methods, is able to communicate clearly with a range of people, has advanced project management skills and understands how to tailor process based on each project’s characteristics to ensure the right level of control.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of resume, contact details for two referees and a ‘800-word pitch’ that considers:

• position overview

• job responsibilities

• selection criteria

• relevant sections of the Integrated Leadership System (ILS) and APS work level standards.

Duties

The responsibilities of the role include but are not limited to:

1. Plan and drive the delivery of projects, managing all delivery aspects including financial and resource forecasts, supporting and encouraging team performance.

2. Liaise with relevant internal and external stakeholders to manage risks and issues and deliver project outcomes.

3. Maintain project artefacts following prescribed standards and contribute to the improvement of project management governance standards, processes and templates.

4. Ensure the various elements of the Bureau's Commitment to Diversity & Inclusion are applied in the work area.

5. 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

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Notes

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To Apply

Position Contact	Steve Duggan, stephen.duggan@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762872

Bureau of Meteorology

Closing Date:Sunday 28 September 2025

Australian Climate Service

Job Title	Senior Business Analyst
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Canberra ACT
Salary	$115,443 - $125,832
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 1
Position Number	60019367
Agency Website	

Job Description

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

The Senior Business Analyst provides business analysis services to the Australian Climate Service. The focus of this position is to work closely with the business to gain in-depth understanding of the business strategy, processes, services, roadmap, information systems, processes, services and the context in which the business operates. This role will be key to understanding business processes from end-to-end to identify and address operational, financial, and technological risks.

The successful candidate will be skilled in delivering business analysis in a complex and dynamic environment with a focus on ITC platforms and associated products and services. The role reports to the Project Manager, Digital Platforms.

Duties

The responsibilities of the role include but are not limited to:

1. Responsible for the investigative work to determine requirements and specify effective business processes, through improvements in information systems, information management, practices, procedures, and organisation change.
2. Collaborate with stakeholders at all levels, across the lifecycle of a project ensuring the business needs are delivered etc.
3. Identify, create and facilitate process design changes by conducting business and systems process analysis and design at a complex level; focusing on quality improvement and data management; ensuring data is reliable and valid; developing process improvements or re-engineering and recommending elimination; integrating new systems and processes with existing ones; and partnering with internal and external customers to ensure systems provided meet the long-term business strategies.
4. Provide and support the implementation of business solutions by building relationships and partnerships with key stakeholders; identifying business needs; determining and carrying out necessary processes and practices; monitoring progress and results; recognising and capitalising on improvement opportunities; and adapting to competing demands, organisational changes and new responsibilities.
5. Support the development of business cases, defining business need and potential benefits, options for achieving these benefits, associated business risks, and ensuring subsequent project delivery traces back to the original business case.
6. Facilitating collaboration with peers across the organisation; articulating ideas and viewpoints to senior management, peers and others; supporting project delivery to the project portfolio pipeline; and holding self and team accountable for results.
7. Adherence and quality assurance for the business analysis framework across the project delivery lifecycle, championing the value of requirements management principles and driving adoption of and adherence to policies and standards.
8. Commitment to APS Values, Employment Principles and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way.
9. 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

Australian Citizenship

The successful candidate will be required to hold or obtain and maintain a Baseline security clearance.

Knowledge and Skills Required

Mandatory

- Proven experience in business analysis and demonstrated ability to manage multiple tasks, prioritise activities, and meet tight project deadlines.
- Experience and in-depth knowledge in using standard project management tools and software, including MS Project, Jira, Confluence and MS Office365 suite.
- Strong interpersonal and communication skills to engage and collaborate with diverse stakeholders, including scientists, policymakers, and community representatives. Experience in facilitating meetings, workshops, and stakeholder consultations.
- Ability to work in a fast-paced and evolving field, adapting to changing priorities and requirements. Resilience to handle project setbacks, challenges, and uncertainties. Capacity to work effectively under pressure.
- Problem solving and critical thinking skills, particularly in a complex, research-based organisation requiring product delivery via technical tools and pathways.

Desirable

- Understanding and/or experience of Australian Public Service operations, at the Federal government level.
- Familiarity with the Australian climate environment and knowledge of relevant Australian climate policies, such as the National Climate Resilience and Adaptation Strategy.

Notes

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To Apply

Position Contact	Stuart Milne, Program Manager Information Enablement, stuart.milne@acs.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762886

Bureau of Meteorology

Closing Date:Friday 19 September 2025

Science and Innovation
Research

Job Title	Senior Research Scientist (Aviation Meteorology)
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$135,402 - $159,165
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60019126
Agency Website	

Job Description

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

As part of the Bureau's Research Program, the Forecast Innovation Team (FIT) undertakes research and development applicable to the weather forecast process, in particular the use of ensemble model output to underpin probabilistic forecasts, leveraging guidance from large-scale and convection-allowing modelling systems including processed Numerical Weather Prediction (NWP) model output such as IMPROVER. The team also leads the development of improvements to forecast production tools with a focus on severe and high-impact weather, including hazardous conditions for aviation. Overall, FIT is facilitating a more efficient forecast process and the production of more reliable and accurate NWP-based guidance products with a strong operational focus.

The team's research delivery and support capability is expanding to include the support of the Volcanic Ash Advisory Centre (VAAC). The VAAC is tasked with volcanic ash monitoring / detection and the dissemination of short-term predictions of hazardous plumes of volcanic ash following a volcanic eruption for the benefit of safe and economical air travel. This function involves the accurate diagnosis of volcanic eruption details based on remote sensing data and the use of numerical dispersion modelling to predict the time evolution of a diagnosed ash plume. A state-of-the-art dispersion modelling system for volcanic ash has been implemented at the Bureau's VACC to support this function: the Dispersion Ensemble Prediction System version 2 (DEPS-2). Gaining a deep understanding of the operational system with its strengths and weaknesses and the ability to initialise the systems with accurate initial conditions will form an essential component of the VAAC support role.

The Bureau is now seeking an able and highly motivated person to become the scientific focal point for the ash advisory service and its underpinning research and development. The successful applicant will need to engage closely with (1) operational staff in order to ensure their current and future requirements are met; (2) other staff in the Research Program with expertise in NWP and/or observations science; and (3) software engineers who support the DEPS-2 system.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of a resume, contact details for two referees and a statement against the selection criteria (maximum of 300 words per criterion).

Duties

The responsibilities of the role include but are not limited to:

1. Under limited supervision, perform scientific research into the generation of volcanic ash plumes and their dispersion through the atmosphere with the goal of improving automated volcanic ash

guidance (satellite-based ash retrievals and ash dispersion modelling). Such research benefits from originality, creativity and innovation and the application of knowledge and skills gained from a demonstrated compatible research background.

2. Lead the development and transition to operations of volcanic ash systems, and/or the generation of uplifted or new products. Provide scientific expertise and advice to the Bureau-operated Volcanic Ash Advisory Centre, the Aviation, Land and Maritime Transport program, and the Research program leadership.

3. Liaise with other teams in the Science and Innovation Group (SIG) to provide science advice for improving satellite-based volcanic ash retrievals and for the implementation of volcanic ash guidance system upgrades into an operational production environment.

4. Publish research results in peer-reviewed journals, technical or research reports. Present results at internal meetings and seminars, and at external fora.

5. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy and a demonstrated commitment to the APS Values and Code of Conduct.

Immediate Supervisor: Forecast Innovation Team Leader (Position ref: 6001 5510)

Eligibility

A degree or Doctor of Philosophy of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

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 agency.

About the Bureau of Meteorology

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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	Harald Richter, 0425 826 526
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762889

Bureau of Meteorology

Closing Date:Sunday 28 September 2025

Business Solutions
Agriculture and Water

Job Title	Water Accounts Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements.
Classification	Executive Level 1
Position Number	60019362
Agency Website	

Job Description

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

We are seeking a strategic and collaborative professional to join the Bureau's Water Section to help shape the next chapter of the National Water Account (NWA), building on its strong foundations to enhance its relevance, accessibility, and impact. The Water Section is dedicated to increasing the value and impact the Bureau delivers to its customers, with particular focus on supporting the Commonwealth Government, and State and Territory lead water policy agencies and large water utilities.

We are looking for someone who understands the power of water data in informing national priorities, you thrive in partnership environments, working closely with partners and stakeholders to co-design solutions that respond to evolving government and community needs. With a user-focused mindset and strong communication skills, you’re adept at translating complex information into meaningful insights. If you're excited by the opportunity to contribute to a nationally significant product and help guide its future direction, we’d love to hear from you

As the Water Accounts Lead you will:

• Contribute to national water data priorities that improve information availability.

• Work closely with other Commonwealth Government agencies, such as the Australian Bureau of Statistics, to support meaningful water information sharing across domains.

• Co-ordinate activities across the Bureau to support enhancements to water reporting.

• Work closely within the Bureau to ensure the best water information outcomes, with a focus on water information reporting.

• Lead the uplift of water information products and services, such as the National Water Account.

• Work closely with customers and partners to support products and services that enable impactful decisions.

The Water Accounts Lead will be comfortable leading engagement activities and discussing data concepts with a range of experts and non-experts, identifying opportunities for improvement and delivering projects.

This is an exciting opportunity to shape a new role. The ideal candidate will have a growth mindset, embrace innovation and new ways of working, and actively support a psychologically safe environment that enables everyone to participate.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of resume, contact details for two referees and an up to ‘800-word pitch’ that considers:

• position overview

• job responsibilities

• selection criteria

• relevant sections of the Integrated Leadership System (ILS) and APS work level standards.

Duties

The responsibilities of the role include but are not limited to:

1. Lead initiatives that enhance the Bureau’s products and services, particularly those related to national water information reporting. For example, co-ordinating opportunities to enhance currently reporting requirements, such as the National Water Account refresh.

2. Work with agencies and customers to support water information data sharing, alignment of definitions, and interoperability of water information.

3. Represent the Bureau in interagency working groups and national forums related to water information.

4. Gather, analyse and share customer requirements and develop opportunities that support continuous improvement and innovation in water information practices.

5. Build and maintain trusted relationships with key partners, and internal stakeholders to understand customer needs, realising customer benefits.

6. Support the delivery of key program initiatives and priorities for the Bureau's Water Section. Undertake other tasks related to team and Bureau priorities as required.

7. Supporting broader Agriculture and Water Program or Bureau activities as required.

8. A commitment to the APS Values, Employment Principles and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau Way.

9. Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties.

Notes

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

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To Apply

Position Contact	Team Leader, water@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762898

Bureau of Meteorology

Closing Date:Sunday 28 September 2025

Australian Climate Service

Job Title	Senior Geospatial Analyst
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Canberra ACT
Salary	$115,443 - $125,832
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 1
Position Number	60018871
Agency Website	

Job Description

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

Reporting to an ACS Senior Delivery Lead, the Senior Geospatial Analyst will have an important role in delivering practical and valued services for decision-makers, working closely with the four Australian Climate Service delivery partners, other key climate and natural disaster stakeholders and external service providers.

The Australian Climate Service is a virtual agency with a complex and dynamic operating environment. The Senior Geospatial Analyst will connect the Commonwealth and State Governments' extensive data, information, and capabilities to drive a better understanding of climate and natural disaster risks. The ability to work collaboratively with staff across all ACS partners and to communicate complex concepts effectively are key for this role.

Duties

The responsibilities of the role include but are not limited to:

1. Work with the Program Managers to manage the day-to-day activities of key projects, engaging with key stakeholders and collaborating with delivery partners to develop, deliver and report on project plans.
2. Prepare comprehensive reports, summaries, and presentations that effectively communicate status and findings to diverse audiences. Ensure the information is easily understandable, actionable, and supports evidence-based decision-making.
3. Apply program relevant expertise, such as: knowledge of natural hazards (e.g., Meteorological, Geotechnical), specific data domains (i.e. social, economic, built and environmental), data analysis and management, and geospatial analytical and technical skills, or understanding of the relevant policy environment.
4. Develop, maintain, and continuously improve the data, methods and tools needed to deliver information and analysis across the four domains – natural, social, economic and built. Experience with data management, sharing and standards is desirable.
5. Commitment to APS Values, Employment Principles and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way.
6. 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

Australian Citizenship

The successful candidate is required to obtain and maintain a Baseline security clearance.

Mandatory Knowledge & Experience

- A degree or diploma of an Australian educational institution, or a comparable qualification, which is appropriate to the duties, or 3 years of experience which are relevant to the duties.
- Geospatial expertise is required.
- Experience of writing scientific content for the public would be beneficial.
- In-depth knowledge of climate change science, adaptation strategies, emergency management frameworks is desirable.

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 agency.

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To Apply

Position Contact	Anne Goldsack Senior Delivery Lead – Australian Climate Service, anne.goldsack@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762955

Bureau of Meteorology

Closing Date:Friday 03 October 2025

Data and Digital
Service & Infrastructure Management

Job Title	ITSM Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Perth WA, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	$135,402 - $152,073
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 2
Position Number	60018870
Agency Website	

Job Description

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

The Bureau’s Data and Digital group (DDG) is responsible for the ICT systems the Bureau relies on to provide trusted, reliable and responsive weather, water, climate, ocean and space weather services for Australia – all day, every day.

The Service Delivery & Performance Team within the Service and Infrastructure program (SIM) is responsible for the development, support, and maintenance of the Bureau's IT Service Management system, currently Cherwell. It is also responsible for leading the Service Management Capability and maturing of the ITIL based processes that support Enterprise Service Management across the Bureau.

We are seeking a suitably qualified person to carry out the duties of ITSM Manager, which includes managing and liaising with partner organisations involved in the provision of the ITSM system, owning and governing the service management capability, and reporting and monitoring of service performance. Proficient in overseeing ITSM platform migrations; experience with Cherwell-to-Neurons transition is highly advantageous.

The successful candidate will be required to manage the support and development activities aligned to the approved Policy, Process and Procedures to ensure management and risk. This position also requires the ability to liaise between many different levels of the organisation across varied technical and non technical domains.

The appointee will be expected to have a wide-ranging understanding of technology and operations and be articulate across the domain to successfully operate, support and develop the bureau's core ticketing system to support all IT and non IT support groups utilisation the platform.

The successful incumbent should be able to demonstrate:

• Experience and qualifications in ITIL Service Management

• Knowledge of current and emerging technologies, technology directions, and strategic application to business needs.

• Ability to manage a small team and third party vendor support team.

• Management of contractual support arrangements to provide services to the Bureau.

• Ability to work effectively in a senior management capacity.

• Demonstrated capability in managing the migration of the Bureau's Cherwell system to Neurons.

• Demonstrated excellence in communication skills (written, oral and listening) and ability to engage with internal and external partners and stakeholders.

• Knowledge, understanding and commitment to apply and practice the various elements of the Bureau’s Social Justice Strategy and the APS Code of Conduct in all environments, with an appreciation of cross-cultural settings and gender sensitivity.

Merit pool

The selection process will establish a merit pool that may be used to fill similar positions within 18 months.

How to apply

Applications can be lodged through the Bureau of Meteorology Careers.

Your application will consist of resume, contact details for two referees and an ‘500-word pitch’ that considers:

• position overview

• job responsibilities

• selection criteria

• relevant sections of the Integrated Leadership System (ILS) and APS work level standards.

Duties

The responsibilities of the role include but are not limited to:

1. Successfully manage the transition of the Bureau's ITSM platform from Cherwell to Neurons, ensuring minimal disruption and full operational continuity.

2. Govern and mature the Service Management capability.

3. Deliver and enhance service performance reporting.

4. Manage the daily support and operation of the bureau's IT Service Management system.

5. Manage the development of the bureau's IT Service Management system, in consultation with ITSM process uplifts and support teams.

6. Manage the ongoing contractual support arrangements to provide technical services for the ITSM system, from the Support vendor.

7. Manage procurement activities required for the development and support of the ITSM system.

8. Lead a small in-house support and development team.

9. Maintain relationships with key stakeholders across the Bureau.

10. Co-ordinate and provide basic training and knowledge on the use of the ITSM system, using various methods including, small group sessions, FAQs and QRGs documents.

11. Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Eligibility

At commencement, the candidate must be eligible to obtain and maintain NV1 Security Clearance, required for this position.

To be eligible to obtain a Security Clearance, candidates are required to meet certain pre-screening requirements, including the requirement that the candidate provide evidence of Australian citizenship. Further information can be obtained from: Security clearances | Sectors | Defence

Mandatory qualifications

• A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications or experience, which are appropriate to the duties.

• ITIL v3 certification or relevant experience in ITIL processes and ITSM systems

• ITIL 4 Certification and relevant experience managing service management practices

Experience

• Experienced as a Service Management & Project Delivery Specialist, including management of vendors.

• ITIL process implementation experience and good understanding of best practices & user training

• Experienced in stakeholder management involving communications to business SMEs and colleagues and technical teams

Notes

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To Apply

Position Contact	Michael Webb, 0409 533 511
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762998

Bureau of Meteorology

Closing Date:Sunday 28 September 2025

Business Solutions Group
International Development Program

Job Title	Program Support Officer
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	$94,563 - $105,910
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements.
Classification	APS Level 6
Position Number	Multiple
Agency Website	

Job Description

https://bomcareers.nga.net.au/

Australia is committed to supporting Pacific development in the weather, ocean and climate science in the Pacific sectors, as climate variability represents a major risk for most of these Pacific Island countries. The Bureau has been supporting the Pacific for over 30 years to build resilience for climate, oceans and extreme events.

The Bureau of Meteorology is currently seeking a highly skilled and experienced Program Support Officer (Events) to lead and coordinate complex travel logistics for the Bureau's International Development Program. This role is central to the successful delivery of significant international and domestic travel missions annually, supporting Bureau staff, contractors, and Pacific stakeholders.

The successful candidate will be responsible for end-to-end travel planning and execution, including flight bookings, accommodation, allowances, risk mitigation, insurance coordination, and compliance with government travel policies. A strong focus on traveller safety, documentation, and emergency preparedness is essential.

The position also contributes to broader administrative and procurement functions, training and communications activities, and provides logistical support for workshops and high-level delegations across 15 Pacific Island countries. As the primary contact for international travel, the role requires a high level of autonomy, attention to detail, and the ability to work flexibly across multiple time zones.

Whilst project teams and guests travel on international missions, you will be committed to supporting them and implementing partners outside the scope of standard working hours (may also include weekends) as activities are delivered across 15 Pacific Island countries and territories, and different time zones. During such periods you will contribute to providing travel support to the needs of the team and may be required to undertake duties remotely and with limited supervision.

You will be highly motivated with a strong work ethic; and will be required to work with a high degree of independence in achieving the team's outputs in an accurate and timely manner. You will have a highly developed and demonstrated understanding of Pacific project issues, sensitivities and reputational risks whilst implementing sound judgement and making informed decisions, particularly in a project framework.

You will have demonstrated experience establishing and coordinating international development activities in the Pacific region and will be comfortable working in an often-changing environment, liaising extensively and communicating effectively with multiple stakeholders, including Commonwealth agencies, international donors, Pacific partners and National Meteorological Services.

Duties

The responsibilities of the Program Support Officer include, but are not limited to:

• Logistics, Program Administrative and Travel Support:

i) Support the delivery of stakeholder engagement activities by managing venue bookings, invitations, participant nominations, and materials distribution.

ii) Liaise with internal teams, Pacific partners, and external suppliers to ensure activities are delivered on time, within budget, and to expected standards.

iii) Plan, coordinate and manage complex international and domestic travel for Bureau staff, contractors, and Pacific guests, including itinerary development, bookings, cash advances, visas, car hire, and documentation.

iv) Ensure all travel arrangements comply with Comcover travel insurance requirements, government travel policies, and the Bureau’s duty of care obligations.

v) Provide pre-departure briefings and travel packs addressing health, safety, cultural, and logistical considerations.

vi) Act as the primary point of contact for in-transit travellers, including after-hours support for travel changes or emergencies.

• Project Delivery and Support:

i) Ensure effective project delivery through daily program support, including quality controls, standards, tools, and templates.

ii) Log, track, consolidate, and report work activities, issues, risks, dependencies, and impacts.

iii) Assist with the preparation of correspondence, project reports, and other donor reporting, and provide input for project plans and submissions.

iv) Contribute to the development and improvement of processes and procedures.

• Documentation and Information Management:

i) Manage key program/project documentation and ensure accurate information flow.

ii) Maintain a database of project administrative information and develop management information systems as needed.

• Communication and Events:

i) Organise team communications and plan events.

ii) Provide logistical planning, support, and oversight for stakeholder engagement activities.

iii) Support the development of content for donor communications including cables and Bureau corporate documents.

iv) Maintain effective working relationships with relevant clients and various personnel within the Bureau and other collaborative organisations on issues related to the projects to ensure effective delivery of administrative services.

• Financial and Procurement Support:

i) Provide financial and administrative support for events planning, and support for conferences, workshops and committees, including monitoring expenditures, record keeping, invoicing and financial summaries

ii) Coordinate financial and administrative support for overseas travel requirements, including cash advances, travel allowance advances and acquittals.

iii) Coordinate the freight and delivery of equipment and materials, including inventory tracking, customs documentation, and dispatch records.

iv) Support procurement activities with preparing documentation, sourcing quotes and evaluation of tenders.

v) Ensure compliance with the Bureau’s procurement policies and the Commonwealth Procurement Rules (CPRs).

• Traveller Administrative Support, Safety and Insurance:

i) Maintain documentation of risk assessments, emergency contacts, and local travel protocols for each destination.

ii) Provide targeted support for travel arrangements when required, including flights, accommodation, and allowances for staff, contractors, and regional stakeholders.

iii) Maintain travel documentation and ensure relevant processes are followed in accordance with insurance and duty of care requirements.

vi) Coordinate travel insurance coverage and provide written guidance on Comcover coverage and responsibilities for private insurance.

vii) Liaise with finance, legal, and program staff to ensure compliance and support in the event of medical or safety incidents.

• Training and Capacity Development:

i) Support the development of content for training and reference materials.

ii) Support and coordinate COSPPac communications and capacity development activities with delivery partners, National Meteorological Services, and stakeholders.

• Stakeholder Engagement:

i) Liaise with Bureau personnel, project donors, partner countries, stakeholders, and regional organisations on administrative support matters.

ii) Maintain collaborative and professional working relationships across all areas of the program.

• Workplace Health and Safety and APS Values:

i) Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for personal health and safety and that of employees, contractors and visitors who may be affected by your conduct.

ii) Commitment to APS Values and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the "Bureau way".

Eligibility

Knowledge and Skills

Mandatory

• Committed to providing traveller support outside standard working hours, including weekends and public holidays, to ensure continuity across Pacific time zones.

Qualifications

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications or demonstrated experience appropriate to the duties

Notes

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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	Sonia Brusco, sonia.brusco@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763017

Bureau of Meteorology

Closing Date:Thursday 02 October 2025

Enterprise Services
Communications

Job Title	Parliamentary Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Brisbane QLD, Sydney NSW, Hobart TAS, Darwin NT
Salary	$94,563 - $105,910
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	APS Level 6
Position Number	60017885
Agency Website	

Job Description

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

As a Commonwealth Government agency, the Bureau operates under the Climate Change, Energy, the Environment and Water Portfolio and reports to the Minister for the Environment and Water.

As one of the few organisations that touches the lives of all Australians and all of Australia, we take our responsibilities to report to the Parliament and respond to elected officials seriously. As our climate and weather continue to make daily headlines, we continue to be at the forefront of the minds of many in politics. We play a key role in many parliamentary inquiries and cross-government activities, providing our expertise in meteorology, climatology, and hydrology.

The Parliamentary Team leads the coordination of our contribution to all Parliamentary, Cabinet, Ministerial and intergovernmental activities. As a Parliamentary Officer you will help to coordinate our interactions with the Australian parliament and its constituents, and the wider Australian Public Service.

In a fast-paced role, no day will ever be the same. If you love the adrenaline of deadlines and having multiple priorities, this is the right job for you.

Duties

The responsibilities of the role include but are not limited to:

1. Support your team to coordinate officials' engagement in the parliamentary process, including question time briefs, appearances at senate estimates and committee hearings, parliamentary inquiry submissions and Questions on Notice.
2. Coordinate timely and high-quality input from across the Bureau to develop briefings to support the Minister, and information requests from Commonwealth agencies.
3. Provide drafting advice and coordinate ministerial correspondence and ministerial submissions in accordance with Bureau and ministerial requirements.
4. Undertake environmental scanning, research or data collection as needed to inform briefs or other processes.
5. Utilise knowledge of the Bureau's unique operating context, and its connectivity with emergency management to provide advice on intergovernmental climate reporting.
6. Support the preparation of briefs for the Minister leading up to and during high impact events such as severe weather.

Eligibility

Australian Citizenship

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 agency.

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To Apply

Position Contact	Edda Mwangi, 03 9669 4081
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763021

Bureau of Meteorology

Closing Date:Thursday 02 October 2025

Enterprise Services
Communications

Job Title	Parliamentary Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Canberra ACT, Sydney NSW, Hobart TAS, Darwin NT
Salary	$94,563 - $105,910
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	APS Level 6
Position Number	60015886
Agency Website	

Job Description

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

As a Commonwealth Government agency, the Bureau operates under the Climate Change, Energy, the Environment and Water Portfolio and reports to the Minister for the Environment and Water.

As one of the few organisations that touches the lives of all Australians and all of Australia, we take our responsibilities to report to the Parliament and respond to elected officials seriously. As

our climate and weather continue to make daily headlines, we continue to be at the forefront of the minds of many in politics. We play a key role in many parliamentary inquiries and cross-government activities, providing our expertise in meteorology, climatology, and hydrology.

The Parliamentary Team leads the coordination of our contribution to all Parliamentary, Cabinet, Ministerial and intergovernmental activities. As a Parliamentary Officer you will help to coordinate our interactions with the Australian parliament and its constituents, and the wider Australian Public Service.

In a fast-paced role, no day will ever be the same. If you love the adrenaline of deadlines and having multiple priorities, this is the right job for you.

Duties

The responsibilities of the role include but are not limited to:

1. Support your team to coordinate officials' engagement in the parliamentary process, including question time briefs, appearances at senate estimates and committee hearings, parliamentary inquiry submissions and Questions on Notice.
2. Coordinate timely and high-quality input from across the Bureau to develop briefings to support the Minister, and information requests from Commonwealth agencies.
3. Provide drafting advice and coordinate ministerial correspondence and ministerial submissions in accordance with Bureau and ministerial requirements.
4. Undertake environmental scanning, research or data collection as needed to inform briefs or other processes.
5. Utilise knowledge of the Bureau's unique operating context, and its connectivity with emergency management to provide advice on intergovernmental climate reporting.
6. Support the preparation of briefs for the Minister leading up to and during high impact events such as severe weather.

Eligibility

Australian Citizenship

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 agency.

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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	Edda Mwangi, 03 9669 4081
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763054

Bureau of Meteorology

Closing Date:Thursday 02 October 2025

Data & Digital
Application Services

Job Title	Senior Developer – IT Applications
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Melbourne VIC, Brisbane QLD, Sydney NSW, Canberra ACT, Perth WA, Hobart TAS, Darwin NT
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60001036
Agency Website	

Job Description

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

The IT Applications team within the Application Operational Services section is accountable for providing 24x7 critical ongoing support and preventative maintenance for applications supporting the Weather (including Aviation and Community Services) and Climate sectors. We aim to deliver an exceptional customer experience for our colleagues and customers by providing specialised expertise and support.

The occupant of this position will join a team of IT professionals responsible for development, configuration, deployment and support of Visual Weather and Panther for key users. The successful applicant will have demonstrated experience in developing and supporting complex meteorological or GIS applications using python, shell scripts, HTML, XML and Linux. Highly desirable skills include web application development and support, php, pandas, Apache, and APIs as well as knowledge of Amazon Web Services. A basic understanding of testing methodologies and software packaging tools will also be highly regarded.

Excellent technical analysis, problem solving, communication and teamwork skills are required, as well as flexibility and a willingness to learn new technologies. The occupant will be involved with interactions with application and system vendors as well as other technical teams and forecasting experts across the Bureau.

Duties

1. Development and maintenance of applications within established standards and agreed SLAs / timelines
2. Investigation and resolution of incidents and problems within agreed SLAs
3. Testing, packaging and deployment of configuration and software changes
4. Developing and maintaining system documentation, including user documentation and standard operating procedures for support
5. Ensuring adherence to Technology Policies and Procedures, including Incident, Problem and Change Management
6. Continuous Improvement of systems, standards and processes for best practice
7. Planning and prioritising tasks effectively to meet support SLAs and agreed timelines
8. Liaising effectively with colleagues, management, internal customers and stakeholders to achieve role outcomes
9. Other duties as required
10. Participation in an out of hours on call support roster
11. 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

- Australian Citizenship
- Available for after-hours roster restriction

Notes

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To Apply

Position Contact	David House, david.house@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763056

Bureau of Meteorology

Closing Date:Thursday 02 October 2025

Data & Digital
Application Services

Job Title	Senior Applications Development and Support Engineer - Satellite Applications
Job Type	Full-Time, Ongoing
Location	Perth WA, Hobart TAS, Melbourne VIC, Canberra ACT, Brisbane QLD, Sydney NSW, Adelaide SA, Darwin NT
Salary	$115,443 - $125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60010465
Agency Website	

Job Description

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

The IT Applications team within the Application Operational Services section is accountable for providing 24x7 critical ongoing support and preventative maintenance for applications supporting the Weather (including Aviation and Community Services) and Climate sectors. We aim to deliver an exceptional customer experience for our colleagues and customers by providing specialised expertise and support.

The occupant of this position will join a team of IT professionals responsible for development, configuration, deployment and support of satellite data processing applications which ingest and process data to generate products that are essential to all areas of the Bureau including Forecasting Operations, Weather Model generation and Climate. The successful applicant will have demonstrated experience in developing and supporting complex data processing applications using Python, shell scripts, HTML and Linux. A basic understanding of scientific programming in languages such as Perl, Fortran, C and Java, as well as testing and software packaging deployment methodologies and tools will also be highly regarded.

Excellent technical analysis, problem solving, communication and teamwork skills are required, as well as flexibility and a willingness to learn new technologies. The occupant will be involved with interactions with other technical teams and forecasting experts across the Bureau.

Duties

1. Development and maintenance of applications within established standards and agreed SLAs / timelines
2. Investigation and resolution of incidents and problems within agreed SLAs
3. Testing, packaging and deployment of configuration and software changes
4. Developing and maintaining system documentation, including user documentation and standard operating procedures for support
5. Ensuring adherence to Technology Policies and Procedures, including Incident, Problem and Change Management
6. Continuous Improvement of systems, standards and processes for best practice
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9. Other duties as required
10. Participation in an out of hours on call support roster
11. 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

- Australian Citizenship
- Available for after-hours roster restriction

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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	David House, david.house@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762803

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

Closing Date:Sunday 05 October 2025

Parks Australia
Property and Infrastructure Sustainability

Job Title	Senior Sustainability Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Hobart TAS, Melbourne VIC
Salary	$95,438 - $108,360
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	2025/2284
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=B9E378A3-548F-D1CD-2ECE-E4338F75D8DC

Who we are

The work of the Department of Climate Change, Energy, the Environment and Water (the Department) is diverse and important. We are the Australian Government responsible for driving Australia's action on climate change, energy transformation and environmental protection. Within the department is Parks Australia, the federal park agency that supports the Director of National Parks (the Director). 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. We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Property and Infrastructure Branch is responsible for the department's property, accommodation, emergency management, physical security, and sustainability functions. The branch is also responsible for a large infrastructure program providing economic benefit and enhancement of the natural and cultural values across terrestrial and island national parks, working closely with Traditional Owners to deliver successful outcomes on behalf of the Director of National Parks.

The Sustainability Section plays a key role in the Department's ambition to be an exemplar of greenhouse gas emission reduction and environmental sustainability. Located within the Property & Infrastructure Branch, we provide oversight of delivery against key elements of the APS Net Zero 2030 framework and play a central function to coordinate and implement our emissions reduction and corporate sustainability activities within both the Department and the Director of National Parks. We work closely with existing enabling and operational capabilities across the department, as well as with areas of the Department's policy expertise to ensure the adoption of best practice across our activities and operations.

Within our section, we have three main work areas:

- **Property & Projects -** capital works projects, property leasing and disposal, facilities management, and associated support and contract functions not limited to vehicle fleet, waste, stationery and freight.
- **Strategy and Policy -** providing support to internal policy development and initiative implementation, coordination of strategic planning and reporting, fostering collaboration with internal and external stakeholders
- **Environment & Heritage Support -** ensuring the protection of environmental and heritage values for projects undertaken in parks

Duties

Duties include:

- Work with key stakeholders to identify and lead innovative solutions to sustainability challenges associated with the Department's activities.
- Actively contribute to strategic planning and translation of strategy into operational areas of responsibility.
- Provide high-quality advice on sustainability topics to internal stakeholders.
- Oversee core sustainability performance reporting and build our capability to measure, monitor and report.
- Contribution to corporate sustainability and climate risk reporting.
- Exemplify APS Values and promote a positive team environment and workplace culture.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 agency.

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

To Apply

Position Contact	Janet Shelley, 0468 562 551
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=B9E378A3-548F-D1CD-2ECE-E433

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Climate Change, Energy, the Environment and Water

Vacancy VN-0762976

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

Closing Date:Wednesday 01 October 2025

Parks Australia
Kakadu National Park & Cultural Heritage Operations

Job Title	Compliance and Wildlife Operations Manager
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$95,438 - $108,360
Future Merit Locations	Kakadu
Office Arrangement	On Site
Office Arrangement Details	Expected to work on site
Classification	APS Level 6
Position Number	2025/2513
Agency Website	https://www.dcceew.gov.au/

Job Description

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

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 Compliance and Wildlife operations section conducts and monitors compliance activities in accordance with the Environment Protection and Biodiversity Conservation Act 1999 (EPBC ACT) and Regulations (2000) and the Kakadu National Park Management Plan and Lease Agreement.

Duties

- Manage a small team of staff in coordinating and conducting compliance, monitoring and support programs across Kakadu National Park
- Manage a small team in the implementation of crocodile management activities and strategies across Kakadu National Park
- Manage relevant database/s, records and operational systems including data entry, analysis and reporting
- Assist in the development, review and monitoring of the Kakadu Compliance and Enforcement Strategy

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

Mandatory Qualifications - Certificate IV in Government Investigations

Notes

We currently have one vacancy available for immediate filling in Kakadu NT. A merit pool for filling the same or similar position in Kakadu NT may be established at the conclusion of this selection process.

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 agency.

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

To Apply

Position Contact	Ian Douglass, 0476 921 725
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Climate Change, Energy, the Environment and Water

Vacancy VN-0763098

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

Closing Date:Sunday 30 November 2025

COP31 Operations; International Climate Negotiations
Several Several

Job Title	COP31 Surge Register (APS Secondment)
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - TAS TAS, Various locations - VIC VIC, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA
Salary	-
Future Merit Locations	Various locations - TAS, Various locations - VIC, Various locations - NSW, Various locations - ACT, Various locations - QLD, Various locations - NT, Various locations - WA, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements will be considered based on operational requirements
Classification	APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	2025/2467
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=C2A44E25-6A11-CAD2-16D9-E43533DBBFD6

The COP31 Surge Register (the Register) provides **ongoing APS employees** with the opportunity to register for upcoming temporary secondment opportunities with the Department of Climate Change, Energy, the Environment and Water's (DCCEEW) COP31 team.

Who we are

Australia is bidding to host the United Nations Framework Convention on Climate Change's 31st Conference of the Parties (COP31) in 2026, in partnership with the Pacific. If successful, COP31 will be held over three weeks in November 2026 in Adelaide. COP31 is a whole of Australian Government priority and will see representatives from governments across the globe, civil society and media come together to address the collective impacts of climate change.

The COP31 Surge Register provides ongoing APS employees with the opportunity to register for upcoming secondment opportunities with the Department of Climate Change, Energy, the Environment and Water's (DCCEEW) COP31 team.

For more information on the UNFCCC and COPs, visit the UNFCCC site here.

Duties

Who are we looking for?

We're seeking high-performing ongoing APS professionals across APS5 – EL2 levels for Operations, Policy and Executive Support roles, including:

- Procurement and Contract Management
- International Engagement (Pacific and Global)
- Strategic Policy and Negotiations
- Event Logistics (Venues, Accommodation, Transport, Airports)
- Stakeholder Engagement
- First Nations Policy and Engagement
- Strategic Communications
- Event Planning, Coordination and Integration
- Corporate Capabilities (HR, Finance, Legal, Governance, Risk, Admin and Executive Support).

Experience in major event delivery is highly regarded.

A job with DCCEEW's COP31 Team offers:

- an exciting opportunity to play a critical role in the delivery of a key priority of the Australian Government
- a respectful, inclusive and safe workplace where you are supported to perform at your best
- the opportunity to work with dynamic and experienced leaders who encourage and support you, to achieve your career ambitions.

Location

The COP31 team is geographically dispersed, and applications are welcome nation-wide. Short-term domestic and international travel maybe required, as well as willingness to work outside core hours and travel at short notice. Maintenance of a safe and sensible working environment is a priority for the COP31 Team.

Employment Type

This register is for temporary secondment opportunities for ongoing APS employees only.

Secondments will initially be through to the end of November 2025.

Security Clearance Required

A security clearance may be required, depending on the role.

Eligibility

Eligibility

- **Ongoing APS 5 - EL 2 APS employees** are eligible to be considered.
- Applicants must discuss their interest with their supervisor and receive SES Band1 Endorsement prior to submitting application.
- Applicants must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At DCCEEW to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.
- 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 COP31 team members are required to have a minimum baseline security clearance.
- Successful applicants will be assessed through our pre-employment screening checks, such as a National Criminal History Check, and may be subject to a probation period.

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.

Notes

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

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

To Apply

Position Contact	COP31 Recruitment, COP31Recruitment@dcceew.gov.au
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=C2A44E25-6A11-CAD2-16D9-E4353

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Employment and Workplace Relations

Vacancy VN-0762649

Comcare

Closing Date:Sunday 28 September 2025

Corporate Group
Technology and Information Management Team

Job Title	Test Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$89,709 - $96,239
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and can be negotiated with the business area.
Classification	APS Level 5
Position Number	01008
Agency Website	

Job Description

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

Team Overview

The Technology and Information Management team maintain Comcare's Information, Communication and Technology (ICT) infrastructure and provide strategic leadership, governance, solutions and advice for the effective management of information.

The Test and Release unit is one part of this team and is primarily responsible for planning, executing, reporting and defect management for all Comcare software testing activities. The unit also performs release management activities such as assisting the Test and Release Manager in coordinating deployment of software through the testing and staging environments, through to production.

Duties

The Test Analyst role will be involved in all aspects of the software development lifecycle resulting in proactive and continuous engagement of various stakeholders which may include, but not

limited to, business representatives, subject matter experts, application developers, business analysts, application support and operations team.

The Test Analyst will participate and assist the Test and Release Manager through various testing activities and phases including coordination and promotion of software builds through test environments and production.

This role will contribute to the team’s strong client-focused culture in support of Comcare’s business operations, by:

1. Participating in software quality assurance activities prior to deployment within both traditional and agile delivery environments.
2. Implementing technology test management, processes and controls.
3. Assisting and contributing to the planning, development and implementation of test documentation to ensure adequate coverage and communication of activities.
4. Contributing to the preparation of test environments including user and test account setup and verification.
5. Providing support to business during user acceptance testing.
6. Reviewing requirement and design documentation for completeness and accuracy.
7. Designing, developing and executing appropriate and reusable test cases applying test techniques relevant to the product/application under test.
8. Participating in the defect management process which involves identification, reporting, tracking and retesting.
9. Contributing to the maintenance of knowledge artefacts and test assets relating to both the product/application and testing.
10. Working in collaboration with technology teams to understand the software solution/s and support the prompt resolution of defects found during testing.
11. Supporting the education of stakeholders in the use of software testing methodology and tools.
12. Willingness to learn and grow in technical testing and automation.
13. Support the development and maintenance of automated test scripts using tools like Katalon Studio.
14. Execute automated test suites and report results.

Desirable experience

- Minimum 3 years’ software testing experience preferred.

Eligibility

1. Australian citizenship.
2. Ability to obtain and maintain a Baseline Security Clearance.
3. Specific conditions:
    1. May be required to work outside of normal business hours to support planned releases.

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 agency.

About the Comcare

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

To Apply

Position Contact	recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0762840

Department of Employment and Workplace Relations (DEWR)

Closing Date:Friday 26 September 2025

Workforce Australia Provider Support Division
Western Australia State Office Western Australia State Office

Job Title	Australian Government Job Coordinator – Geraldton Employment Region – Identified Position
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geraldton WA
Salary	$125,220 - $138,394
Future Merit Locations	Geraldton
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
Position Number	25/1111
Agency Website	https://www.dewr.gov.au/

Job Description

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

Do you like building relationships and solving problems to make a difference to people's lives? Got great networks in your community? Interested in working for the department but not wanting to move to Canberra? Then this may be the role you have been looking for. This is not a standard 'desk' job. The position is based in the Geraldton Employment Region, with a focus on making sure local needs are addressed, and local voices inform government policy and programs.

Reporting to the Western Australia State Office, your role as an Australian Government Job Coordinator will be to support local workforce needs in the Geraldton Employment Region, in partnership with business and communities. You will do this in a practical and on-the-ground way that involves talking to people, identifying and solving problems. You will develop a Local Jobs Plan and work with a Local Jobs and Skills Taskforce to initiate projects and activities that are based on local needs, and which support regional employment opportunities. You will make a difference to the lives of local people.

Each day will be different, and you will often be out on the road, talking to people throughout the region. You'll need a high level of self-sufficiency and initiative as well as a passion for helping people to collaborate and deliver outcomes for your community. The successful candidate will be provided with the tools of the trade to work remotely which include a mobile phone, laptop and access to a car.

The position requires a physical presence in the region as you are expected to be available for face-to-face meetings and community engagements with stakeholders, at least four days a week.

Not all meetings will be in office hours and the role is likely to require some out of hours work within the region.

Duties

Your role will operate within the existing Local Jobs Program. As an Australian Government Job Coordinator (formerly an Employment Facilitator), you will bring together key stakeholders including employers, employment services providers, and education and training organisations to collaboratively address the challenges and opportunities in the region.

Working collaboratively with Departmental colleagues, you will establish and work with a local taskforce to identify regional jobs and skills priorities and work to achieve them.

You will need to understand and help the community access the supports and opportunities that different levels of government provide to help people build skills and move into employment. You may need to bring these supports together, identify any gaps and collaborate to find solutions to them. You will play a key role in helping the community access funding to address national and local priorities.

As an Australian Government Job Coordinator, you will:

- Support the employment priorities of the region by building and sustaining productive and collaborative working relationships with employment service providers, training and industry providers, peak body organisations, employers, community organisations and education providers to maximise support for all job seekers.
- Drive engagement and discussion between Australian Government agencies, state government, councils and community-based organisations to understand what the community needs to deliver effective employment and skills initiatives.
- Collate and share relevant information and evidence with the Department to support employment services reform.
- Based on your understanding of community needs, drive initiatives, provide advice and inform policy development so that government initiatives work for and make a practical difference to those who need it.
- Work with local stakeholders, to design and develop community driven employment and training projects that create opportunities for job seekers with local employers that result in employment outcomes.
- Respond to retrenchment and structural adjustment events that impacts jobs as part of the Transition Support Network.

Eligibility

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

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

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

Notes

Qualifications and Education

- A driver’s licence and home internet is essential for this role.
- A Working with Vulnerable People check (or ability to attain one) is essential for this role.

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 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	Danielle Savage (08) 9464 4215, (08) 9464 4215
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0762870

Department of Employment and Workplace Relations (DEWR)

Closing Date:Friday 26 September 2025

Workforce Australia Provider Support Division
Western Australia State Office Western Australia State Office

Job Title	Australian Government Job Coordinator – Broome Employment Region – Identified Position
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Broome WA
Salary	$125,220 - $138,394
Future Merit Locations	Broome
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
Position Number	25/1109
Agency Website	https://www.dewr.gov.au/

Job Description

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

Do you like building relationships and solving problems to make a difference to people's lives? Got great networks in your community? Interested in working for the department but not wanting to move to Canberra? Then this may be the role you have been looking for. This is not a standard 'desk' job. The position is based in the Broome Employment Region, with a focus on making sure local needs are addressed, and local voices inform government policy and programs.

Reporting to the Western Australia State Office, your role as an Australian Government Job Coordinator will be to support local workforce needs in the Broome Employment Region, in partnership with business and communities. You will do this in a practical and on-the-ground way that involves talking to people, identifying and solving problems. You will develop a Local Jobs Plan and work with a Local Jobs and Skills Taskforce to initiate projects and activities that are based on local needs, and which support regional employment opportunities. You will make a difference to the lives of local people.

Each day will be different, and you will often be out on the road, talking to people throughout the region. You'll need a high level of self-sufficiency and initiative as well as a passion for helping people to collaborate and deliver outcomes for your community. The successful candidate will be provided with the tools of the trade to work remotely which include a mobile phone, laptop and access to a car.

The position requires a physical presence in the region as you are expected to be available for face-to-face meetings and community engagements with stakeholders, at least four days a week. Not all meetings will be in office hours and the role is likely to require some out of hours work within the region.

Duties

Your role will operate within the existing Local Jobs Program. As an Australian Government Job Coordinator (formerly an Employment Facilitator), you will bring together key stakeholders including employers, employment services providers, and education and training organisations to collaboratively address the challenges and opportunities in the region.

Working collaboratively with Departmental colleagues, you will establish and work with a local taskforce to identify regional jobs and skills priorities and work to achieve them.

You will need to understand and help the community access the supports and opportunities that different levels of government provide to help people build skills and move into employment. You may need to bring these supports together, identify any gaps and collaborate to find solutions to them. You will play a key role in helping the community access funding to address national and local priorities.

As an Australian Government Job Coordinator, you will:

- Support the employment priorities of the region by building and sustaining productive and collaborative working relationships with employment service providers, training and industry providers, peak body organisations, employers, community organisations and education providers to maximise support for all job seekers.
- Drive engagement and discussion between Australian Government agencies, state government, councils and community-based organisations to understand what the community needs to deliver effective employment and skills initiatives.
- Collate and share relevant information and evidence with the Department to support employment services reform.
- Based on your understanding of community needs, drive initiatives, provide advice and inform policy development so that government initiatives work for and make a practical difference to those who need it.

- Work with local stakeholders, to design and develop community driven employment and training projects that create opportunities for job seekers with local employers that result in employment outcomes.
- Respond to retrenchment and structural adjustment events that impacts jobs as part of the Transition Support Network.

Eligibility

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

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

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

Notes

Qualifications and Education

- A driver’s licence and home internet is essential for this role.
- A Working with Vulnerable People check (or ability to attain one) is essential for this role.

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 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	Danielle Savage, (08) 9464 4215
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0762913

Department of Employment and Workplace Relations (DEWR)

Closing Date:Monday 29 September 2025

USI Registrar
Office of the Student Identifiers Registrar Customer Service

Job Title	Capacity Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	$90,580 - $96,839
Future Merit Locations	Adelaide
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27.
Classification	APS Level 5
Position Number	25/1095
Agency Website	https://www.dewr.gov.au/

Job Description

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

The Student Identifiers Registrar is responsible for administering the USI initiative nationally and manages the USI Registry System which creates and stores USIs; and helps students and education and training providers access the USI Registry System to create, find and update USIs securely.

The Office of the Student Identifiers Registrar (OSIR) is comprised of staff from DEWR who support the Registrar. Reporting to the Team Manager Customer Service (CS), the Capacity Manager is responsible for supporting the Team Manager with maximising resources to ensure the right numbers of agents are in the right place at the right time through scheduling and real time daily intraday management.

Duties

Responsibilities of the Capacity Manager may include:

- Coordinating frontline resources to align predicted business needs with service delivery KPIs.
- Creating and running activity reports to analyse trends and compare data to enhance the efficiency and effectiveness of the contact centre.
- Tracking, addressing and escalating work that interrupts service delivery (including system issues) and providing assessment of impacts to operational performance.
- Working closely with the CS leadership team to analyse and improve service delivery.
- Assisting with projects and other duties as requested or assigned.

Eligibility

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

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

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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 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	Jade Till, (08) 8402 9245
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0762818

Fair Work Ombudsman

Closing Date:Sunday 28 September 2025

Regulatory Transformation Group
Criminal Investigations Branch and an additional Branch to be allocated

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD
Salary	$83,317 - $90,372
Future Merit Locations	Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	25/076EA
Agency Website	http://www.fairwork.gov.au

Job Description

https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43

We are seeking a motivated and enthusiastic Executive Assistant for an interesting and diverse role based in Brisbane. In this role your day will be predominantly spent supporting our Executive Director – Criminal Investigations Branch and another Executive Director (to be determined). You will also provide local support for some facilities and business services for our Brisbane office as required.

About the role

In this role you will be performing important duties across two branches in the Office of the Fair Work Ombudsman and providing some local support for our Property Services team as a contact point for the Brisbane office to support our Property and Business Services officers across our nationwide network.

Your core duties will involve co-ordinating and supporting a very busy day-to-day schedule of meetings for two dynamic Executive Directors and administrative support for their Branches. Your role will also include monitoring property and facilities issues specific to Brisbane office. This can include liaising with our property services provider, and assisting with Brisbane office services such as stationery and office supplies.

To be successful in this role you will have excellent administrative and organisational skills and be a strong communicator. You will have the ability to work both autonomously and as part of a team, demonstrate initiative and respond to changing and competing demands.

You will bring an exceptional level of customer service, professionalism, integrity and discretion to all your interactions with colleagues and our stakeholders.

This role supports hybrid work arrangements. The successful candidate will be required to work from the Brisbane office on certain days per week in order to perform location-based tasks, including processing of mail, with the opportunity for work from home on other days by agreement depending on whether the role is full time or part time.

About the OFWO

The Office of the Fair Work Ombudsman (OFWO) is an independent statutory office established by the Fair Work Act 2009 (Fair Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

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

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Duties

Typical Duties

The duties of this role include, however, are not limited to:

- Monitoring and managing the Executives' inbox and calendar, and a comprehensive deliverables list, assisting with triaging and identifying delivery risks
- Building and maintaining strong working relationships and rapport with key stakeholders, including the Senior Leadership group, the Branches led by your Executives, staff in the Brisbane office and other Executive Assistants
- Administrative financial management activities (e.g. credit card reconciliations, purchases, assisting with procurement) and arranging domestic travel arrangements
- Undertaking administrative tasks to support the Executives' Branches as required, which could include tasks such as maintaining organisational charts, distribution lists, leave schedules and other reporting tasks as required
- Exercising exceptional professional judgment and using a common-sense approach when dealing with issues, problems, confidential and sensitive matters, ensuring diplomacy and strong discretion. This includes providing a solution-based focus when dealing with requests and issues raised by stakeholders
- Supporting the Property Services Team with management of local property faults with our Property Service Provider and work order management across the Brisbane office
- Assistance with Emergency Management and local Security Duress alarm testing
- Involvement with mail handling policies and procedures
- Assistance with the administration of Fleet Vehicles as required
- Accurately maintaining and use of information databases
- Records management including archival processes
- Ordering and maintaining offices supplies

Selection Criteria

The successful candidate will be able to demonstrate:

- sound judgment, integrity and discretion; maintaining confidentiality and privacy is an essential requirement

- excellent organisational skills with the ability to plan and independently manage your workload, attempt to resolve issues as they arise and seek guidance when required.
- excellent communication skills, both oral and written
- the ability to demonstrate to build and maintain productive working relationships with a diverse group of stakeholders
- exceptional attention to detail, with the ability to take responsibility for accurate completion of work
- the ability to prioritise tasks and adjust to meet changing work demands and circumstances
- proficiency with Microsoft 365, to produce documents, presentations and communications.

Experience in the use of Microsoft Copilot or similar tools, and digital skills in relation to process improvement, production of communications or information, or an interest and capacity to develop these skills, will be highly regarded.

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

A current driver's licence would also be highly desirable as this role may include assisting with the management of FWO fleet vehicles.

Notes

How to Apply

If you are excited about the opportunity, please tell us in no more than 500 words:

- Why you want to apply for this role?
- How your skills and experience address the requirements of this role (with consideration of the selection criteria).

All applications must be submitted via our online application system through the OFWO website.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

Applications close 11:00pm (AEST) Sunday 28 September 2025.

More Information

- Working with us and tips on applying, visit fairwork.gov.au/about-us/careers
- OFWO's purpose and functions, visit fairwork.gov.au/about-us/our-role-and-purpose
- Office locations, visit fairwork.gov.au/about-us/contact-us/offices

About the Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: https://www.fairwork.gov.au/contact-us/offices The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=E

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Employment and Workplace Relations

Vacancy VN-0762834

Safe Work Australia

Closing Date:Tuesday 30 June 2026

Various
Various Various

Job Title	Safe Work Australia - Section 26 Temporary/Permanent Employment Register 2025-2026
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$75,844 - $182,376
Future Merit Locations	Hobart, Canberra, Adelaide, Brisbane, Darwin, Melbourne, Perth, Sydney
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Safe Work Australia's main office is located in Canberra, ACT. Remote-based employees may expect to work from one of our regional offices or from home
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2;Government Lawyer;Principal Government Lawyer;Senior Government Lawyer
Position Number	Various
Agency Website	https://www.safeworkaustralia.gov.au//

Job Description

https://swacareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&CurATC=EXT&CurBID=62AFB35D-9273-4A11-8

About the s26 Permanent/Temporary Employment Register

The s26 register is open for candidates to register a general expression of interest for employment with Safe Work Australia. We are seeking existing ongoing APS employees who are appropriately skilled and experienced for positions on a permanent or temporary transfer dependent on business requirements.

- Promotion under the Public Service Act 1999 is not possible through this recruitment register.
- You will only be contacted regarding your application if an opportunity arises that matches your skills and experience.
- Your application is not a guarantee that an offer of employment will be made.
- Applications remain active until 30 June 2026. Applications are not carried over after this time, you will be required to submit a new application for the 2026-2027 Section 26 Temporary/Permanent Employment Register.

Duties

We are seeking highly motivated and adaptable individuals with a wide range of expertise and transferable skills to help deliver Safe Work Australia's (the Agency) goals and objectives.

We would welcome expressions of interest from all professions, including:

- administration
- accountancy and financial services
- human resources
- information technology
- communications and media
- legal services
- policy
- finance and procurement
- data
- research
- security and facilities

Our online application form will invite you to express interest in roles ranging from APS Level 3 to Executive Level 2 classifications. You'll be asked to indicate your preferred classification and select the work areas that align with your interests and experience.

The Agency Groups

Various roles may be available within the Agency's two Groups: the Policy & Consultation Group and the Corporate & Engagement Group.

The Policy & Consultation Group is responsible for coordinating and developing national policies in relation to WHS and workers' compensation matters, such as supporting implementation of the model WHS legislation and reform of the legislative framework and providing policy advice on the model WHS laws in relation to high-risk workplaces, hazardous chemicals and occupational diseases.

The Corporate & Engagement Group is responsible for end-to-end service delivery on a number of enabling functions including human resources, security, fraud, risk, integrity, finance, procurement, communications, as well as providing expert advice on data improvement and research strategy.

Eligibility

To be eligible for employment with the Agency, you must be an Australian citizen, a permanent ongoing APS employee, and you will be required to successfully undergo a police record check.

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

Notes

How to apply

To register your interest, please click the 'Apply now' button to access the online application form via the SWA Careers website. If you experience any difficulties lodging your application, please contact the Recruitment Team on (02) 6240 5064 or via recruitment@swa.gov.au.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Recruitment Team, (02) 6240 5064
Agency Recruitment Site	https://swacareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&CurATC

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Communications and the Arts

Vacancy VN-0762820

National Museum of Australia

Closing Date:Sunday 28 September 2025

Growth and Engagement
Digital

Job Title	Front End Developer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	150537
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

We have an exciting opportunity for the right candidate to join our growing Digital team in the Growth and Engagement Division at the National Museum of Australia. This is a unique chance to play a pivotal role in shaping the future of the Museum and enhancing its digital experiences as we embark on an exciting digital transformation journey.

The Front End Developer plays a crucial role in creating engaging and user-friendly web applications that enhance the overall digital experience for our users.

In this role, you will leverage your expertise in HTML, CSS, and JavaScript, along with modern frameworks and tools, to build responsive and performant web applications. You will be an advocate for best practices in front-end development, focusing on code quality, performance optimization, and cross-browser compatibility. By staying current with industry trends and emerging technologies, you will contribute to the continuous improvement of our digital products and help shape the future of our online presence.

Ultimately, the Front End Developer is essential in bridging the gap between design and technology, ensuring that our digital experiences are seamless, engaging, and aligned with the Museum strategy.

Duties

- Develop and maintain responsive and visually appealing user interfaces for web applications.
- Ensure that all front-end components are functional, user-friendly, and aligned with design specifications.
- Adhere to coding standards and best practices to produce clean, maintainable and well-documented code.
- Work closely with UX/UI designers to translate design mock-ups and wireframes into high-quality code.
- Collaborate with back-end developers to integrate APIs and ensure seamless data flow between front-end and back-end system.
- Engage in agile methodologies, including sprint planning, daily stand-ups, and retrospectives, to contribute to project planning and execution.
- Collaborate with team members to prioritize tasks and deliver high-quality features on time.
- Continuously research and implement new front-end technologies, frameworks, and best practices to enhance development processes.
- Share knowledge and insights with team members to foster a culture of learning and improvement.

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.

Notes

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.

To apply

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.

Applications close 11:59pm on Sunday 28 September 2025.

Visit https://www.nma.gov.au/about/employment and apply online.

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	Andy Duncan, 0431 480 902
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0762854

National Museum of Australia

Closing Date:Sunday 28 September 2025

Growth and Engagement
Digital

Job Title	Business Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	150557
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

We have an exciting opportunity for the right candidate to join our growing Digital team in the Growth and Engagement Division at the National Museum of Australia. This is a unique chance to play a pivotal role in shaping the future of the Museum and enhancing its digital experiences as we embark on an exciting digital transformation journey.

The Business Analyst will primarily work on the Customer Relationship Management system. The ideal candidate will be responsible for identifying business needs, analysing processes, and providing solutions to enhance efficiency and effectiveness. This role will also involve collaborating with stakeholders to gather requirements and ensure that project objectives align with business goals. The Business Analyst will also be expected to take on the Product Owner role of the platform and manage and deliver the backlog.

In addition, as part of our dynamic Digital team, the Business Analyst will actively contribute to the enhancement of existing digital services and support the execution of various projects and programs. They will be responsible for designing, testing, and evaluating solutions to ensure that both stakeholder and agency requirements are met.

Duties

- Working closely with business stakeholders, understanding, discovering, defining, validating, prioritising and continuously managing business and customer requirements.
- Translating business needs into clear and comprehensive technical specifications.
- Synthesising business and technical requirements and concepts and presenting them in clear and straightforward terms.
- Providing input during the design phase, ensuring that technical solutions align with business goals.
- Facilitating workshops and perform business analysis activities including business process modelling, business and solution requirements lifecycle management, and data modelling.
- Produce clear and structured artefacts including business process maps, user stories, functional specifications, and current/future state documentation.
- Working with an outcome focus, demonstrating an ability to effectively challenge the business while retaining a customer focus.
- Continuously monitor system performance and user feedback to identify areas for improvement.
- Assist business units in understanding change impacts and support end-user readiness activities.
- Create, prioritize, and maintain the product backlog, ensuring it reflects the most valuable features and requirements.
- Participate in sprint planning, UAT preparation and execution, change impact assessments, and training coordination.

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.

Notes

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.

To apply

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.

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	Andy Duncan, 0431 480 902
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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