



Commonwealth of Australia
APSJobs - Vacancies Daily
PS37 Daily Gazette Friday - 18 September 2026.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS38 Weekly Gazette Thursday - 24 September 2026.pdf.

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

The date of publication of this Gazette is PS37 Daily Gazette Friday - 18 September 2026.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

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Vacancies

Vacancy VN-0772808

Australian Children's Education and Care Quality Authority

Closing Date: Wednesday 30 September 2026

Leadership, Quality & Regulatory Support
Quality Support Program

Job Title	Support Facilitator, Quality Support Program
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD, Tasmania TAS
Salary	\$106,584 - \$126,066
Future Merit Locations	Sydney, Melbourne, Adelaide, Perth, Darwin, Brisbane, Tasmania
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	603
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyDetails.aspx?vdtnumber=603

Support Facilitator, Quality Support Program

- 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 Support Facilitator, Quality Support Program will focus on developing and delivering tailored professional learning and support to children's education and care services. Professional learning and support will be designed and delivered to support the building of each service's capability to meet or exceed the National Quality Standard (NQS) and the Children's Education and Care Services National Law and National Regulations. The Support Facilitator, Quality Support Program will also build and maintain culturally safe, collaborative, effective and genuine relationships with identified services and other relevant stakeholders to gain buy-in and commitment and to achieve program outcomes.

This role is full-time and fixed term to **30 June 2027** at ACECQA **Band 5 (\$106,584 - \$126,066)**.

Duties

Key Accountabilities

- Through the use of professional learning and support approaches, including goal setting, service visits, coaching techniques, workshops and webinars work directly with NSW children's education and care services to meet or exceed the NQS and/or the National Law and Regulations.

- Build and maintain collaborative, effective, genuine and culturally safe professional relationships with education and care services to identify and implement quality improvement goals, increase program participation and engagement and achieve program outcomes.
- Work cooperatively and collaboratively within the QSP and LQRS teams, and across ACECQA, to achieve the identified objectives and results.
- In collaboration with the Quality Support Program Managers, support the development and delivery of engaging, relevant and culturally safe professional learning materials for webinars, communities of practice, workshops, resources, meetings, and other activities as needed to support outcomes and engagement.
- Ensure program related documentation is developed, accurate, managed and stored to comply with all ACECQA policies and procedures, timelines and stakeholder expectations.
- Capture and actively report on participation and engagement data, develop reports and respond to regular and urgent requests for information as required.
- Conduct, deliver and assist with organising travel, service visits, meetings, workshops, webinars and/or events located across NSW as required by the project schedule and plans.
- Adhere to ACECQA's policies, procedures and Code of Conduct and demonstrate behaviours that support the building of an inclusive and agile performance culture and act ethically and professionally in accordance with ACECQA's values of Integrity, Commitment, Respect and Collaboration.
- Other duties as required.

Eligibility

Key Selection Criteria

- Demonstrated experience in and contemporary knowledge of professional learning and support approaches within the children's education and care sector.
- Strong knowledge of and extensive experience in delivering children's education and care, the National Quality Framework and embedding quality improvement outcomes and compliance with legislation.
- Developed interpersonal, written and verbal communication skills, including a demonstrated ability to research and interpret information and communicate effectively across a diverse range of audiences, including developing and delivering presentations, resources and online learning.
- Proven ability to develop collaborative, positive and productive working relationships with internal and external stakeholders and negotiate with confidence to support program outcomes.
- Demonstrated ability to use a range of technologies and learn new systems quickly and efficiently.

Notes

How to apply

The closing date for applications is **30 September 2026** 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 the **Support Facilitator, Quality Support Program** 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. Can you elaborate on your experience in providing professional development and support to education and care services including interactive, engaging, and relevant professional learning materials for webinars, communities of practice, workshops, and resources?
2. Can you share your experience in leading education and care services, particularly in relation to the National Quality Framework (NQF)?
3. Describe a time when you coached and/or mentored someone to achieve their goals and outcomes, particularly in relation to enhancing child safety practices and positive outcomes for children.

All complete applications will be acknowledged.

More information

If you have any questions about the role or recruitment process, please contact the Recruitment 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=603

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Vacancy VN-0772748

Australian Competition and Consumer Commission

Closing Date: Sunday 04 October 2026

Data, Digital & Technology Division
Information Management Technology Services

Job Title	Director IT Strategy and Architecture
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$148,287 - \$173,778
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Employees are expected to work a minimum of 2 days in office
Classification	Executive Level 2
Position Number	EA2026/195
Agency Website	https://www.accc.gov.au/

Job Description

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

The Data, Digital & Technology Division plays a pivotal role in contributing to ACCC outcomes. Our division expertly delivers easy to use and reliable technology solutions that help ACCC and business teams in meeting their objectives. The key priorities for the division are to:

- Utilise technology so our agency can protect consumers and promote competition across Australia's economy.
- Launch technologies that solve critical business issues and create new regulatory capabilities.
- Inform strategic decisions through data-driven insights and intelligence methodologies.
- Improve data governance and evidence handling to ensure accuracy, compliance and transparency.
- Develop tools, sources and innovative approaches that enhance data discovery and utilisation for operational and strategic purposes.
- Deliver the agency's Data and AI Strategy and uplifting organisational capability in these areas.
- Provide consistent, reliable, and secure ongoing IT services to the whole agency, including support of hybrid and flexible work.
- Deliver the agency's Data and AI Strategy and uplifting organisational capability in these areas.

Duties

This role sits in the Information Management Technology Services (IMTS) branch of the Data, Digital & Technology Division. The Director, IT Strategy and Architecture reports to the Executive Director, Technology Delivery and works in strong collaboration with the IMTS Directors. This role is pivotal to the IMTS branch and includes a strategic and delivery focus on all aspects of the department's IT environment, including both Microsoft cloud technologies and on premises systems requiring critical thinking to resolve complex operational issues.

As the Director, IT Strategy and Architecture, you will:

- Lead a team of professionals, role modelling our leadership behaviours, supporting a professional and collaborative working environment, coaching, giving continuous feedback, resolving conflict and facilitating career development.
- Lead and mentor a team of highly skilled professionals to develop and sustain ACCC's architecture and infrastructure ecosystem.
- Define current state, transition states and target state solution architectures for projects and current business problems that align with organisational strategies.
- Provide design leadership through:
 - Clear and demonstrable understanding of business, data, application and technology domains.
 - Designing for reuse.
 - Ensuring the resulting design is implementable and within the risk parameters of the business owner.
 - Ensuring security compliance.
 - Preparation of design options where there are multiple solutions available.
 - Guiding the uplift of the current environment.
- Provide overall technical leadership to project teams in terms of the end-to-end solution, ensuring all facets of the designs and technologies are integrated.
- Actively engage with project teams to ensure compliance with architecture.

Eligibility

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

This role in particular requires:

- Extensive demonstrated technology leadership experience, with at least 5 years of experience in designing, building, and deploying enterprise solutions in complex cloud and on-premise environments.

- Demonstrated experience in leading high performing teams, and the proven ability to inspire and motivate others, through effective interpersonal relationships.
- Experience in successfully delivering significant organisational change that require initiative and dealing with uncertainty.
- Demonstrated ability to develop and maintain collaborative relationships with internal and external customer and stakeholders across all levels of the organisation.
- Experience in designing, deploying and managing cloud solutions, with familiarity in Azure and other Microsoft cloud offerings.
- Clear, concise and articulate oral and written communication skills, with the ability to influence, persuade and negotiate.
- High level of initiative and problem-solving skills with the ability to follow through with required actions, resilience, self-awareness and a commitment to personal development.
- Relevant industry certifications.

The following job specific criteria are also highly desirable:

- Experience in highly regulated sectors and Government environments.

Notes

The preferred applicant will be required to obtain and maintain a security clearance at the Negative Vetting 1 level. For information about the security clearance process, please refer to the AGSVA website

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

About the 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	Cherish Cherian, 02 62431286
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0772785

Australian Electoral Commission

Closing Date: Sunday 04 October 2026

Funding and Disclosure Reform Program
FAD Program Management Office FAD Finance, Planning and Reporting

Job Title	Assistant Director, FAD Program Delivery and Agile Planning
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$122,163 - \$137,665
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	Executive Level 1
Position Number	2026-167 17026
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join a collaborative team delivering the Funding and Disclosure (FAD) Reform Program. The FAD Reform Program was established to enable the AEC to implement and administer legislative amendments to the Commonwealth Funding and Disclosure Scheme (the Scheme) to increase transparency and accountability in Australia's electoral system.

The FAD Reform Program comprises three branches: the FAD Program Management Office Branch, the FAD Policy, Engagement and Design Branch, and the FAD Technology Delivery

Branch. Together, they are strengthening the AEC's regulatory capability and designing, building and implementing a new ICT system to support the Scheme.

The FAD Reform Program is committed to maintaining a positive and inclusive workplace culture that values respectful leadership.

Duties

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

The Assistant Director, Program Delivery and Planning provides leadership within the FAD Finance, Planning and Reporting function and is responsible for planning, coordinating and delivering program outcomes. The role provides end-to-end oversight of program activities, ensuring work is effectively prioritised, planned, tracked and delivered in alignment with agreed scope, schedules, budgets and strategic objectives.

Working closely with executives, Release Train Engineers, business areas, delivery partners and stakeholders, the Assistant Director coordinates Program Increment (PI) planning activities and broader program planning processes. The role supports the development of integrated delivery plans, facilitates alignment across work streams, manages interdependencies, and ensures program priorities are translated into delivery commitments.

The position is responsible for coordinating program activities, monitoring delivery performance and maintaining oversight of risks, issues, dependencies and resource requirements to support successful delivery outcomes. The Assistant Director uses Azure DevOps and associated delivery management tools to support planning, prioritisation, dependency management, delivery tracking and performance reporting across the program.

The role supports governance, financial management, resource planning and continuous improvement activities, promoting consistent delivery management practices and reporting across the program. The Assistant Director is required to exercise sound judgement, demonstrate strong stakeholder management skills and effectively operate within a complex and evolving delivery environment.

The position contributes to the achievement of program objectives while fostering a collaborative, high-performing culture aligned with organisational values. The role may also be required to lead emerging priorities and undertake additional responsibilities to support evolving program needs.

To excel you'll have:

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

- Demonstrated experience leading and coordinating complex projects, programs or business transformation initiatives, achieving outcomes in complex delivery environments.
- Experience supporting large-scale business transformation, ICT-enabled change or regulatory reform programs, including the application of project, program and agile delivery methodologies to achieve delivery outcomes. Demonstrated experience coordinating Program Increment (PI) planning, delivery planning activities and governance processes, including the use of Azure DevOps or similar enterprise delivery management tools to support planning, prioritisation, dependency management and delivery oversight.
- Proven capacity to monitor program performance and manage risks, issues, dependencies and competing priorities, providing clear advice and reporting to support decision-making and delivery outcomes.
- Ability to prepare clear and concise executive briefs, governance papers, reports and program documentation for a range of audiences.
- Demonstrated ability to build productive stakeholder relationships, negotiate outcomes and provide evidence-based advice and recommendations on complex issues.
- Ability to achieve results in complex environments by exercising sound judgement, accountability and professionalism, while promoting collaboration, continuous improvement and compliance with legislative and governance requirements.
- Demonstrated analytical and problem-solving skills, including the ability to identify improvement opportunities, assess complex issues and support evidence-based decision-making.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Marianne Wishart, Marianne.wishart@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0772796

Australian Strategic Policy Institute

Closing Date:Friday 02 October 2026

Job Title	China Analyst or Senior Analyst
Job Type	Full-Time, Non-Ongoing
Location	Barton 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;Hybrid
Office Arrangement Details	Onsite
Classification	APS Level 6;Executive Level 1;Executive Level 2
Position Number	N/A
Agency Website	https://www.aspi.org.au

Job Description

<https://www.aspi.org.au/about-us/jobs-at-aspi/>

- ASPI is looking for an experienced, high-performing China analyst or senior analyst with strong strategic judgement, leadership and policy experience
- ASPI is one of the Indo-Pacific's most influential think tanks, with globally renowned initiatives such as the China Defence University Tracker
- Join a progressive organisation with a vibrant organisational culture

About ASPI

ASPI is an independent, non-partisan think tank that produces expert and timely advice for political, strategic and security leaders in Australia and the Indo-Pacific region. In uncertain times, ASPI is an authoritative voice offering contestable and informed policy advice to government, media and the private sector on matters relating to Australia's defence and national security.

Duties

About the role

ASPI has an exciting opportunity for an analyst or senior analyst to examine the impact of China's rise on Australian and regional interests. The role will focus primarily on China's foreign and security policy, defence and military affairs, Australia–China relations and China's impact on the Indo-Pacific, including Taiwan, Southeast Asia, the Pacific and alliance networks.

We are particularly interested in candidates who combine strong strategic judgement with the ability to lead people, set research priorities and build relationships across government, industry, civil society and the funding community. The successful candidate should be comfortable identifying important gaps in ASPI's strategic and policy coverage of China, developing a program of work around them and creating opportunities for other researchers to pursue strong ideas.

At senior analyst level, the role would involve leading a small team of researchers and analysts, setting priorities, providing editorial and analytical guidance, cultivating external relationships and helping develop fundable research projects. The successful candidate would be expected to give high-performing researchers appropriate autonomy while providing closer guidance where needed. They would also contribute their own analysis and public commentary as appropriate.

At analyst level, the role would involve original research, project coordination and stakeholder engagement, working closely with senior staff across several projects.

We are looking for a team member with deep experience, sound judgement and an entrepreneurial approach who can deliver complex projects in a collaborative environment. A strong understanding of the Australian national-security and policy landscape—and established networks across government and the wider policy community—would be particularly valuable.

Specialist knowledge in one or more areas of China research is highly desirable, particularly Chinese foreign and security policy, the PLA and military affairs, Taiwan and cross-Strait issues, economic security, information operations, political influence and interference, state security and/or human rights.

Chinese language proficiency, experience working with original Chinese-language sources and specialised open-source or data-collection skills would be an advantage, but are not essential for an otherwise outstanding candidate with strong leadership, policy and strategic credentials. A track

record of published research or policy work, including experience in government, Defence, DFAT or a

comparable institution, would also be viewed favourably.

Eligibility

The successful candidate will have:

demonstrated ability to lead, develop and get the best out of researchers, including exercising sound editorial and analytical judgement and encouraging rigorous, contestable analysis;

strong knowledge of China and the strategic and security issues arising from its role in Australia and the Indo-Pacific;

the ability to set priorities, identify gaps and develop a coherent program of policy-relevant research;

strong networks and stakeholder-management skills, particularly in the Australian government and national-security policy community;

the ability to identify, cultivate and develop funding opportunities and partnerships for research, and to help translate researchers' ideas into fundable projects;

superior analytical, writing and editing skills;

experience briefing policymakers, industry partners and other senior stakeholders, with the ability to engage effectively with media where required;

demonstrated ability to deliver complex projects with limited direction and manage multiple priorities; and

appropriate tertiary qualifications in a relevant discipline and the ability to work collaboratively in diverse research teams.

Benefits

Competitive salary and superannuation contribution.

Privileged exposure to events in Australia and overseas, with thought leaders from across the globe discussing big issues.

Potential for attendance at in-house training sessions and professional development courses on defence and security topics.

Eligible employees get 14 weeks maternity leave at full pay and four weeks parental leave at full pay.

Notes

Remuneration

The successful candidate will be offered a remuneration package at a level aligned with their demonstrated skills and expertise. ASPI promotes a workplace that actively values unique contributions of all people. The institute strongly encourages people from diverse cultural backgrounds including applicants from Aboriginal and Torres Strait Islander backgrounds to apply.

How to Apply

1. Submit applications to jobs@aspi.org.au, with the following documents:

A cover note of no more than 800 words, linking your motivation, skills and experience to the position's responsibilities, essential criteria and qualifications;

A resume/CV, including two referee contact details.

The closing date for applications is 5pm Friday 2 October—an early application before the closing date is advised as ASPI reserves the right to close the vacancy early if suitable applications are received. The job inbox will be closely monitored throughout this period for any potential suitable candidates.

For further information about this position contact ASPI on (02) 6270 5100 or visit www.aspi.org.au.

The Australian Strategic Policy Institute (ASPI) is an independent, non-partisan think tank that produces expert and timely advice for Australia's strategic and defence leaders. The Institute's work helps to foster strategic expertise in Australia through dialogue, research and its contribution to public debate.

To Apply

Position Contact	Brenda Lam, +61 2 6270 5179
Agency Recruitment Site	https://www.aspi.org.au/about-us/jobs-at-aspi/

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Vacancy VN-0772814

Defence Housing Australia

Closing Date: Thursday 01 October 2026

Human Resources
Enabling Services HR Org Development

Job Title	Director HR Strategy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Gungahlin ACT
Salary	\$157,559 - \$193,869
Future Merit Locations	Gungahlin
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the Enterprise Agreement
Classification	Executive Level 2
Position Number	493997
Agency Website	https://www.dha.gov.au/

Job Description

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

Lead DHA's workforce strategy, culture and capability to shape a high-performing, future-ready organisation. Apply now!

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](#).

About your team

Human Resources (HR) are responsible for delivering high-quality people outcomes across DHA from strategy development through to implementation and service delivery. We work in partnership with stakeholders across DHA to:

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

Duties

About the role

The Director HR Strategy leads DHA's enterprise workforce strategy, ensuring the organisation has the workforce capability, leadership capacity, culture and organisational maturity required to deliver its strategic objectives and maintain long-term organisational performance.

As a senior leader within the Human Resources Branch, the role provides enterprise leadership across workforce planning, organisational development, leadership and capability development, employee experience, and culture. The position brings these disciplines together to deliver an integrated workforce strategy that supports organisational performance, workforce sustainability, and DHA's evolving business needs.

This is a **Non-ongoing Engagement** for a period of up to 12 months with possibility of extension or permanency.

Eligibility

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

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience

- Career progression and opportunities
- A dedicated Employee Assistance Program for you and your family to access in times of need
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our [website](#).

How to apply

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

For further information on the position, please refer to the **Candidate Information Pack** through the [online careers site](#).

Applications close: 11:55pm AEST 1 October 2026. Any questions? Please contact Jim McGlynn, Head of Human Resources T: 02 6217 8545 E: jim.mcglynn@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

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

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	Jim McGlynn, 02 6217 8545
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0772747

Department of Finance

Closing Date: Sunday 04 October 2026

Enterprise Systems and Services
COMCAR and Programs Operational Capability

Job Title	COMCAR & Programs - Various Positions
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$92,127 - \$103,372
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements
Classification	APS Level 5
Position Number	2026/217
Agency Website	www.finance.gov.au

Job Description <https://financejobs.nga.net.au/?jati=07C7602D-27A3-0BE5-8945-ED4D43BB9D33>

ABOUT THE TEAM & BRANCH

The COMCAR and Programs Branch is responsible for delivering high quality, secure and confidential car-with-driver and other ground transport services to high profile clients, such as the Governor-General and Prime Minister (both current and former), parliamentarians, members of the Federal Judiciary and other high office holders. Additionally, the Branch provides secretariat support to the Australian Political Exchange Council, administers two grant programs and provides project coordination, governance oversight and user support for the Parliamentary Expense Management System (PEMS)..

COMCAR 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.

Duties

ABOUT THE OPPORTUNITIES

The Department of Finance is looking for individuals who are highly organised and demonstrate strong attention to detail. The ideal candidates will be capable of managing competing priorities with minimal supervision, delivering high-quality outcomes, and contributing to the efficiency and effectiveness of the Branch through proactive and reliable support.

The COMCAR team is recruiting for the following four roles:

The Employee Services Officer will:

- Coordinate payroll, recruitment, onboarding, security clearances and medical assessments for the operational workforce.
- Provide employee services advice, reporting, records management and secretariat support in accordance with departmental policies and procedures.
- Build effective stakeholder relationships and contribute to continuous improvement, projects, and operational support activities.

The Systems Officer will:

- Provide system administration, user support and troubleshooting for COMCAR's operational systems, including access management and incident resolution.
- Support system maintenance, testing, upgrades and vendor liaison activities to ensure system reliability and performance.
- Develop data reporting and analysis capabilities, provide technical advice to stakeholders, and contribute to continuous improvement of systems and data literacy.

The Business Support Officer will:

- Deliver accurate financial and administrative support, including invoice processing, reconciliations, reporting and data management.
- Manage the COMCAR Accounts inbox, financial administration activities, and contract management processes.
- Provide customer-focused support, maintain strong stakeholder relationships, and contribute to continuous process improvement.

The Contract and Facilities Officer will:

- Manage COMCAR's lease, licence, contract and facilities administration activities, ensuring compliance with relevant policies and legislation.
- Coordinate facility management services, contract performance, financial administration and invoice processing to support operational requirements.
- Build effective stakeholder relationships and provide advice, reporting and administrative support to drive efficient and compliant service delivery.

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.
- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

Notes

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

About the Department of Finance

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

To Apply

Position Contact	Chris Wade, 0424 751 127
Agency Recruitment Site	https://financejobs.nga.net.au/?jati=07C7602D-27A3-0BE5-8945-ED4D43BB9D33

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Vacancy VN-0772819

Department of the Senate

Closing Date: Monday 05 October 2026

Procedure Office
Procedure and Research Section

Job Title	Senior Legislation and Procedure Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Barton ACT
Salary	\$112,252 - \$123,136
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	Employees are entitled to request flexible working arrangements under the department's enterprise agreement
Classification	APS Level 6
Position Number	332
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_the_Senate

Job Description

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

The Department of the Senate is seeking applications from those interested in joining the Procedure Office in the role of Senior Legislation and Procedure Officer.

Senior Legislation and Procedure Officers are responsible for drafting amendments to legislation, private senators' bills and procedural motions.

Senior Legislation and Procedure Officers are required to respond quickly and effectively to requests for information about legislation and Senate procedure from non-government senators and their staff, particularly on Senate sitting days.

Senior Legislation and Procedure Officers provide support to the Clerk Assistant (Procedure), the Director, Procedure and Research, the Assistant Director, Legislation and Procedure and other senior officers of the department, including undertaking research on topics relating to legislation, the Senate and the Parliament.

Senior Legislation and Procedure Officers undertake other work to support the Procedure and Research Section, as required.

Duties

1. Under guidance from senior officers:

- draft legislative documents, including private senators' bills and amendments to legislation for non-government senators;
- provide written and verbal advice about legislation and Senate practice and procedure to non-government senators and their staff; and
- draft procedural motions for non-government senators.

2. Review documents prepared by senators and their staff, such as explanatory memorandums and second reading speeches.

3. Conduct research and analysis on subjects relating to legislation, the Senate and the Parliament.

4. Liaise with senators and their staff, departmental employees and senior officers as required.

5. Provide administrative and other support to the Clerk Assistant (Procedure) and Procedure and Research Section, including guidance to junior staff.

Eligibility

Desirable

- Relevant tertiary qualifications (or progress towards relevant tertiary qualifications).
- Familiarity with, and/or knowledge of, legislation.

Notes

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

A secondment arrangement from a Commonwealth department or agency may be considered.

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

About the Department of the Senate

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

To Apply

Position Contact	Human Resource Management, (02) 6277 5924
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-

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Vacancy VN-0772684

National Capital Authority

Closing Date: Thursday 08 October 2026

Operations
Corporate Services Human Resources

Job Title	Senior Officer, Human Resources
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$99,734 - \$111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	272
Agency Website	https://www.nca.gov.au/about-us

Job Description

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

As the APS 6 Senior Officer, Human Resources, you will have well-developed organisational skills, strong attention to detail and a sound analytical ability. You will be a team player with strong oral and written communication skills, and the ability to foster relationships to deliver high quality advice and support to stakeholders. In addition, you will be innovative, a problem-solver and committed to delivering exceptional service to the agency.

Duties

Under limited direction duties may include:

1. Providing accurate and specialised HR advice on complex people matters as well as HR departmental policies and procedures. This will require maintaining a well-developed understanding of relevant legislation and policy frameworks.

2. Assisting in the development and implementation of HR projects, policies, processes, guidance material, key business improvements and strategies relating to the delivery of HR services.
3. Make decisions and communicate effectively, using sound judgement and expertise, while adhering to legislation, regulations, best practices, and relevant operating instructions or procedures.
4. Manage payroll variation submissions and trial pay processing.
5. Administer recruitment activities – for example, place job ads, respond to job applicants, support selection panels, and arrange new starter paperwork.
6. Undertake staff inductions and coordinate other new starter processes as required.
7. Reviewing and updating HR policies in line with legislation changes, best practice and business improvements.
8. Manage status reports for HR, and for other reporting requirement as requested, such as staffing and establishment reporting, exit survey collation and organisational structure charts.
9. Contribute to annual work plan deliverables, projects, and the continuous improvement of business processes. This may include researching better practice, legislation, and government policy.
10. Assist with the management of outsourced service provider arrangements including but not limited to payroll and Employee Assistance Program.
11. Assist with the provision of human resource reports. These may include staffing, establishments, and contributions to the annual report, State of the Service, questions on notice, and NCA committee papers as required.
12. Assist with leave audits and other compliance functions as required.
13. Participate as a constructive member of the National Capital Authority and provide reasonable support with wider Branch functions.

Eligibility

Employees must be Australian citizens to be employed in the Australian Public Service (APS). All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s will be required to obtain and maintain a security clearance at a specified clearance level. The successful applicant/s must be willing to share all relevant and required information.

Notes

Selection Criteria

1. Ability to work with legislation, policy, and corporate documentation to support decision making in human resource matters.
2. Ability to administer payroll with attention to detail and within policy guidelines.
3. Demonstrated high level of written and oral communication skills.
4. Ability to work with competing priorities under tight timeframes.
5. Critical thinking skills with the ability to contribute to change and process improvements.
6. Ability to work in a small team environment and contribute positively to the workgroup, including taking initiative appropriate to your work level.
7. Knowledge of human resources in the APS context or wide experience in human resources that could be applied in this context.

Preferred Experience

Work experience in human resources or a closely related field.

Knowledge of the APS employment framework.

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

About the National Capital Authority

The National Capital Authority is the Australian Government agency dedicated to ensuring that Canberra is planned and designed in accordance with its significance as the National Capital. Our work encompasses urban planning, development approvals, events management, asset management, heritage, capital works, education and leasing and licencing of the diplomatic estate.

To Apply

Position Contact	Katrin Wenn, 02 6272 2958
Agency Recruitment Site	https://www.nca.gov.au/about-us/careers

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Vacancy VN-0772809

Job Title	Head of Inclusion in Sport - Affirmative Measure (First Nations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 1
Position Number	0066_0826
Agency Website	www.sportintegrity.gov.au

Job Description

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

About the role

Sport Integrity Australia is seeking an exceptional Aboriginal and/or Torres Strait Islander leader to join our Senior Executive Leadership Team as Head of Inclusion in Sport.

This is a rare opportunity to provide strategic leadership across the agency and the sport sector, shaping and driving work that strengthens cultural safety, inclusion and integrity in Australian sport. You will lead the development, implementation and continuous improvement of inclusion strategies, priorities and programs, build sector capability and trust, and help create safer, fairer and more inclusive sporting environments.

Reporting to the Deputy CEO – Safety in Sport, you will contribute to agency-wide strategy, governance, performance, culture and long-term organisational capability while leading the Inclusion in Sport function. You will provide authoritative advice to the CEO, SIA Executive, Minister and Government on complex, sensitive and emerging issues relating to inclusion, culture, safety, integrity and participation in sport.

Working across government, sport and community sectors, you will lead system-wide initiatives and build trusted partnerships with sporting organisations, athletes, participant groups, integrity partners, community organisations and domestic and international stakeholders to strengthen coordination, capability and sustainable sector-wide outcomes.

Why this role matters

Discrimination and exclusion can undermine the integrity of sport by creating unsafe, unfair and exclusionary environments. Consistent with its statutory functions, Sport Integrity Australia works to prevent and address these threats and strengthen safe, respectful and inclusive sporting environments.

As Head of Inclusion in Sport, you will lead initiatives addressing culture and safety, psychosocial safety, discrimination, participation, wellbeing and organisational culture. You will help improve inclusion, participation and safety outcomes for women and girls, First Nations peoples, LGBTQ+ communities, culturally, linguistically and religiously diverse communities, and people with disability.

Duties

Who we are looking for

We are seeking a senior Aboriginal and/or Torres Strait Islander leader with strong expertise in culture, safety and inclusion, and the ability to provide strategic direction, lead through others and influence outcomes across complex environments.

You will be collaborative, outcomes-focused and values-based, with the judgement, cultural capability and resilience to navigate sensitive issues, build trusted relationships and deliver sustainable organisational and sector-wide impact.

The successful candidate will demonstrate:

- demonstrated capacity to operate as a senior executive leader in a complex agency, providing strategic direction, stewardship and leadership
- proven ability to lead through others, drive performance and accountability, foster a positive workplace culture and build high-performing teams
- strong knowledge of Australian Government processes and public sector accountability, including risk, workforce, financial and procurement responsibilities and stewardship of public resources
- strong understanding of the Australian sport system, its stakeholders, policy settings and emerging participation, safety, inclusion and integrity challenges
- highly developed ability to build and leverage strategic partnerships across government, sport, community organisations and international stakeholders to achieve shared outcomes
- demonstrated experience leading inclusion, diversity, equity and belonging initiatives, organisational culture reform or system-wide change, with the ability to influence policy, practice, capability and behaviour
- strong understanding of integrity, inclusion, psychosocial safety and organisational risks, with experience managing complex, sensitive and high-profile issues
- demonstrated cultural capability and respectful, effective engagement with First Nations peoples and other diverse communities
- exceptional communication and influencing skills, including the ability to provide authoritative, evidence-based advice, briefings, submissions and reports to senior decision-makers
- a collaborative, authentic and values-based leadership style, underpinned by sound judgement, personal integrity and a strong focus on results

Eligibility

To become our Head of Inclusion in Sport you must:

- be of Aboriginal and/or Torres Strait Islander descent; and
- identify as Aboriginal and/or Torres Strait Islander; and
- be accepted by their community as being Aboriginal and/or Torres Strait Islander and be able to provide documentation as evidence to confirm your Aboriginal and/or Torres Strait Islander heritage.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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

About the Sport Integrity Australia

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

To Apply

Position Contact	People and Capability, people@sportintegrity.gov.au
Agency Recruitment Site	https://www.sportintegrity.gov.au/about-us/employment

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Agriculture, Water and the Environment

Vacancy VN-0772816

Department of Agriculture, Fisheries and Forestry

Closing Date: Sunday 04 October 2026

ICT Services
Client Services and Cyber Client Services

Job Title	ICT Client Services Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$99,734 - \$112,044
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	2026/2729
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 ICT Services Division and the departments' goal.

The ICT Services Division delivers secure and modern technology solutions that enable the department to operate effectively 24/7. We manage ICT systems that support collaboration, innovation and service delivery across Australia. Our goal is to provide a reliable ICT environment that empowers staff to focus on outcomes and operational excellence. By continuously improving our platforms and tools, we help the department stay connected and future ready.

We provide essential ICT support and cyber security services that keep the department's systems safe, reliable and user-friendly. Our team ensures staff have access to secure desktop environments and responsive technical assistance. We protect sensitive information and maintain operational continuity by proactively managing risks and resolving issues in real time. By enabling secure and efficient ICT workspaces, we help staff stay productive and focused on delivering outcomes that matter.

Duties

This is where you play an important role.

As an ICT Client Services Officer you will be part of a team dedicated to supporting the department's Senior Executive Service, Minister's office and support staff. The duties of the role may include some or all of the following:

- Providing specialist ICT support to Senior Executive staff and Ministerial offices, delivering responsive, tailored and secure services.
- Conducting advanced troubleshooting and problem analysis across complex ICT issues, ensuring timely and effective resolution.
- Monitoring service delivery performance against SLAs, providing reports and escalating risks or emerging issues when required.
- Identifying and driving service improvement opportunities, contributing to continuous improvement activities and maintaining technical and operational knowledge base content.
- Recognising interconnected ICT issues, anticipating risks and investigating practical solutions to strengthen overall service delivery.
- Delivering reliable, timely advice on ICT incidents, service disruptions and complex technical matters that is supported by clear documentation to ensure auditing, assurance and knowledge continuity.
- Collaborating with internal ICT teams and external service providers to resolve issues impacting VIP clients whilst building strong relationships with key stakeholders and proactively addressing their support needs.
- Delivering high-quality, tailored communication and ICT support that meets the specialised requirements of executive and ministerial operating environments.
- Working with a high degree of autonomy under limited direction to deliver consistent, high-quality outcomes while contributing to a collaborative and professional team culture focused on exceptional VIP service delivery.
- Supporting junior staff, guiding their technical development and ensuring high standards of work quality across the team.

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

Eligibility

Who we are looking for

Knowledge and experience

Our ideal applicant will have:

- experience operating in an ICT support function or service desk environment
- demonstrated knowledge of end-user ICT systems, Microsoft365 and enterprise device support including the ability to provide specialist guidance and manage complex escalations
- experience preparing complex correspondence, reports and knowledge articles that support service continuity and operational improvement
- experience conducting regular quality assurance checks and documenting processes, incidents and actions to support organisational learning and audit requirements.

Eligibility and other Requirements

The successful applicant must:

- hold and maintain a valid Australian motor vehicle drivers licence
- note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours.

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Will King, 0407 922 083
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0772745

Australian Federal Police

Closing Date: Thursday 15 October 2026

Job Title	Technical Lead - ServiceNow CSM Team
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA
Salary	\$132,185 - \$143,883
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	On Site and Flexible
Classification	Executive Level 1
Position Number	16093
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/16093/>

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're committed to looking after you, with some of the best benefits and conditions in the industry – including (but not limited to):

- 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 14 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 arrangements that support work-life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities.

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Technical Lead ServiceNow Customer Service Management (CSM) within the Foundation Capability Systems (FCS) section, Enterprise & Policing Systems (EPS) Branch, Chief Information Officer (CIO) Command. The Team provides ongoing support, maintenance and enhancements to the ServiceNow CSM platform, and is responsible for both developing and supporting multiple ServiceNow platform-based applications and the relevant interfacing systems utilising Agile methodologies.

The ServiceNow Customer Service Management (CSM) Team is part of the Foundation Capability Systems Section within the Technology Operations & Chief Information Officer Command and is responsible for both developing and supporting the ServiceNow CSM system and the relevant interfacing systems utilising Agile methodologies. The team provides ongoing support, maintenance and enhancements to the ServiceNow platform, primarily within the CSM Module for multiple Product Owners within the AFP.

The Technical Lead will work closely with the Team Leader to assist a multi-disciplinary scrum team focused on delivering business value and technical capabilities to the AFP and associated stakeholders. As a Technical Leader, you play a pivotal role in providing sound technical advice, technical solutions that support the business requirements of the AFP, developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with AFP values, AFP leadership philosophy, organisational reform agenda's corporate business plans and your Performance Development Agreement, the expectation is that you will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

- Provide expert technical advice on all aspects of the ServiceNow CSM platform to team members, leadership and stakeholders.
- Supporting the CSM Team Leader, liaise with AFP business units and Product Owners on delivery of CSM functionality and technical capability;
- Undertake ServiceNow configuration and administration activities including support, design, configuration, patching, system upgrades, development and testing
- Manage system complexity and deliver outputs within specified timeframes and quality.
- Build and sustain relationships with internal and external stakeholders including other teams, peers and colleagues across the AFP and other organisations;
- As a technical leader, provide a point of escalation for the team to understand and remediate complex issues, ensuring that appropriate action is taken to anticipate, communicate, investigate and resolve problems in systems and services.
- Develop, mentor and train team members in all aspects of ServiceNow CSM;
- Maintain currency in information technology processes and technical knowledge through ongoing professional development.

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.
- Relevant qualification or extensive experience and expertise in Information Technology or closely related field;
- Experience administering and developing on the ServiceNow platform.
- Experience with ServiceNow CSM, ITSM or related modules.
- Experience leading technical teams in an Agile environment.
- Excellent written and verbal communication skills, with an ability to translate between business and technical people;
- Ability to identify opportunities for change and lead continuous improvement initiatives;

Desirable Requirements

The following skills and/or experience would be highly regarded:

- A strong understanding of digital technologies and appreciation of technical methodologies
- Understanding of Agile methodologies

Notes

- This role can can be worked from any capital city in Australia but will report into the section based in Canberra, ACT.
- This role is an AFP Band 8 Level.

Commitment to Diversity & Inclusion

We’re all individuals and we love that. 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	Marinka Phillips, 0251266029
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/16093/

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Office of the Australian Information Commissioner

Closing Date: Friday 02 October 2026

Regulatory Intelligence and Strategy

Job Title	APS6 Communications Adviser & EL1 Assistant Director, Communications and Engagement (multiple roles)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Darwin NT, Hobart TAS, Sydney NSW, Brisbane QLD, Canberra ACT, Adelaide SA, Perth WA
Salary	\$100,215 - \$135,101
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Perth, Melbourne, Hobart, Darwin, Brisbane, Sydney, Adelaide, Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	The OAIC operates a hybrid work model with a combination of remote working and office attendance
Classification	APS Level 6;Executive Level 1
Position Number	OAIC-2026-017
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

<https://www.oaic.gov.au/about-us/join-our-team/>

Contribute to the OAIC's communication strategies, support the OAIC's regulatory effectiveness by raising awareness of key regulatory actions and decisions, ensure alignment with organisational goals, and manage relationships with key stakeholders, including media, government, and the broader community.

You will deliver initiatives across the responsibilities of the Communications and Engagement team. You will demonstrate a flexible and adaptive approach, and to be able to support a range of projects and responsibilities as part of a collaborative and multi-disciplinary team.

All roles require the following attributes:

- Ability to manage complex internal channels and translate complex information into an easy-to-understand format
- Ability to produce high quality and well-structured messages for a wide range of audiences, under limited direction

- Ability to work collaboratively with a diverse range of people, to achieve high-quality agency outcomes.

Duties

APS6 and EL1 key duties include:

- developing and implementing communications and engagement strategies and plans
- advising teams across the OAIC on communications and engagement strategies and approaches aligned with the overarching OAIC communications and engagement strategy
- preparing and distributing a wide range of content, including media releases, blogs, speeches and presentations, social media content, newsletters, corporate reports and surveys, and intranet and other internal content
- coordinating speaking engagements, including triaging inbound invitations and developing event briefs
- supporting and coordinating stakeholder engagement activities
- media monitoring and leading or assisting with media enquiries when required
- representing the OAIC in interagency communications working groups and stakeholder forums/meetings as required
- other duties as required.

EL1 additional key duties include:

- developing monitoring and reporting frameworks to track the effectiveness of engagement efforts, providing reporting on outcomes to leadership and Commissioners
- assisting with the development of stakeholder engagement and channel and content strategies for the OAIC.
- leading and developing your small team, including providing mentoring and developmental opportunities
- coordinating stakeholder engagement for cross-agency initiatives, including overseeing stakeholder events
- **for media-specific roles:** undertaking media monitoring and assisting the Director with media enquiries when required
- **for corporate publications roles:** coordinating and delivering corporate documents including annual reports, corporate plans and other high-value documents within timeframe and to a high standard
- **for stakeholder engagement roles:** developing communications campaigns and content for executive leadership, in a short timeframe and to a high standard.

Job specific capabilities, skills & experience

We are seeking applications from candidates who have:

- strong communication, drafting and editing skills
- a proven ability to work independently and within a team to meet strategic outcomes and statutory timeframes
- the ability to plan, manage and organise their own workload and adapt to ever-changing priorities and deadlines, with project management experience highly desirable
- an excellent work ethic and demonstrated understanding of the need for confidentiality and handling of sensitive information.

The following are also highly desirable for EL1 roles:

- Proven ability to manage multiple complex internal and external communications projects and business processes to deliver high-quality outcomes
- Exceptional written and verbal communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels
- Innovative and creative approach to problem-solving, with a focus on achieving strategic objectives.

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 as outlined above and meet required background, identification and character checks.
- All duties are to be performed in accordance with the APS Code of Conduct and APS Values and OAIC policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the OAIC may re-assign the duties of an employee from time to time.

Notes

How to apply

1. Please complete the application form found in the job pack which can be downloaded from [Join our team | OAIC](#).
2. Please provide a single page application response (one A4 page-pitch) addressing your interest, motivation and fit for the role. Your pitch should include the use of practical and professional examples as relevant to the role and the job specific capabilities, skills and experience outlined in the job pack.
3. Please email your application form, CV (maximum 3 pages) and one-page-pitch to: jobs@oaic.gov.au.

Please format your email subject line and name your application document(s) as follows:

First name Last Name - OAIC-2026-017 – APS6/EL1, Communications and Engagement

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	Philippa Baume, (02) 9942 4023
Agency Recruitment Site	https://www.oaic.gov.au/about-us/join-our-team/

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Defence

Vacancy VN-0772664

Department of Defence

Closing Date: Sunday 04 October 2026

Navy
Navy Capability

Job Title	Navy Data Security Analyst
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$99,733 - \$112,431
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	NAVY/05045/26
Agency Website	

Duties

The Role

An Operational Data Manager is responsible for the governance, integration, quality, security, and use of warfighting data to support military operations, decision-making, and capability outcomes. The role ensures that operational data from platforms, sensors, intelligence sources, command and control systems, logistics networks, and other warfighting domains is accurate, accessible, trusted, and interoperable across the battlespace.

The Operational Data Manager develops and enforces data management frameworks, standards, and governance processes that enable effective information sharing and integration across joint, interagency, and coalition environments. They work closely with intelligence analysts, capability managers, and technical specialists to identify data requirements, improve data quality, and maximise the operational value of information assets.

By managing the lifecycle of warfighting data, the Operational Data Manager supports situational awareness, operational readiness, force integration, and decision advantage.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDGP). 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 Directorate of Operational Data Management within the Navy Intelligence and Information Warfare (NI&IW) Branch you will:

- Actively contribute to the development of policy guidance and frameworks that guide Navy's Operational Data Management efforts.
- Build and sustain collaborative relationships with internal and external stakeholders and negotiate effectively to deliver outcomes.
- Be part of a team engaging with international partners on operational data management collaboration opportunities.
- Document relevant business requirements, business processes, data models, designs and specifications.
- Be accountable for accurate completion of work within timeframes, sharing own expertise with others and guiding and mentoring team members.

Our Ideal Candidate

The ideal candidate will have:

- An interest in the role that data plays in enabling warfighting capability.
- Strong analytical and research skills, and an ability to interpret and apply policy in defining business requirements.
- Experience engaging and collaborating with a variety of stakeholders while building and maintaining strong interpersonal relationships.
- Experience in preparing communications for complex and technical topics to non-technical audiences.
- Experience working in an integrated workforce.
- Strong ability to manage competing priorities and meet strict deadlines.
- Ability and willingness to learn new information and become a subject matter expert in operational data management.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Sara Barnett, 07 4299 8022
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=589D81A7-1C7D-9267-8267-ED4CCBCC281E

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Defence

Vacancy VN-0772666

Department of Defence

Closing Date: Sunday 04 October 2026

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	ILS Officer
Job Type	Full-Time, Ongoing
Location	Cabarlah QLD
Salary	\$99,733 - \$112,431
Future Merit Locations	Cabarlah
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	CASG/05050/26
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=14C755B9-6109-6B98-7E9F-ED4CCC795FBA>

Duties

The Role

The Electromagnetic Warfare Intelligence Systems, Joint and Air Systems Program Office (EWIS J&A SPO) is seeking a highly professional and motivated Integrated Logistics Support (ILS) Officer to join the team. Working in the Intelligence and Air program, you will be part of a high performing sustainment team with a mixture of APS, ADF and Contractors in managing the logistics aspects for a specialised communications capability for Defence.

The role requires an individual who shows initiative and sound judgement, operates effectively under broad direction, and works in accordance with established priorities, principles, methodologies, and work practices. The successful candidate will collaborate effectively and contribute positively to team outcomes.

As the ILS Officer, the role is responsible for fleet management including managing inventory and ensuring availability of the fleet is maintained. This will include monitoring and reporting on inventory availability, liaising with team members to manage Report on Defective or Unsatisfactory Materials (RODUMS) and supporting forecasting and planning activities.

The duties of an APS6 ILS Officer occupation in Defence include the following:

- Accountable to lead a team, allocate work, resources and tasks; set work area priorities, develop strategies and evaluate business outcomes.
- Manage workflows and resources, prepare work area and team plans detailing measurable milestones and expected outcomes.
- Accountable for the development of materiel logistics strategies and plans for information, communications, quality and resources that support the objectives of a sustainment activity.
- Prepare, implement and maintain policy, processes and procedures to support the sustainment of equipment in accordance with Defence requirements.
- Review, analyse and report upon materiel logistics performance in sustainment.
- Understand and apply organisational processes and procedures for the management of integrated Logistics Support Instructions and materiel support plans.
- Build and sustain relationships with key stakeholders at the strategic and operational level.
- Communicate materiel logistics objectives through high level written documents and oral presentations for higher delegate consideration.
- Interpret and comply with legislative, policy and regulatory frameworks.
- Evaluate materiel logistics activities to ensure alignment with sustainment objectives.

About our Team

The EWIS J&A SPO undertakes the acquisition and through-life-support of assigned Joint and Air Electronic Warfare (EW) Capabilities used by the Australian Defence Force. It delivers countermeasures development and validation services and supports a number of projects being delivered to the Intelligence and Security Group. The Intelligence and Air program delivers Electronic Warfare software and hardware that enables all domains to fight in the contested Electromagnetic Spectrum Environment.

The EWIS J&A SPO are comprised of members of diverse skills and disciplines who work together to provide a wide variety of activities undertaken by EWIS. It has a high performing culture and the successful candidates can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

You will be part of a Sustainment team and your Integrated Logistics Support and Fleet Management knowledge will support technical and sustainment activities to ensure quality, and compliance with appropriate technical delegations commensurate with relevant legislative, policy and regulatory frameworks. You will engage with stakeholders, investigate, report, develop, evaluate, advise and implement policies, processes, procedures, practice and manage resources specific to assurance and data specifications to support Defence capability.

Our Ideal Candidate

The ideal candidate will demonstrate a strong commitment to working collaboratively with the team and a broad range of stakeholders to meet our legal, regulatory and governance requirements in the acquisition and sustainment of EW capabilities.

The candidate will demonstrate an understanding of the Integrated Logistic principles and apply these principles to the sustainment of EW capabilities. The candidate should have, or be able to quickly develop, an understanding on how inventory management is utilised in the Enterprise Resource Planning (ERP) system. ERP knowledge in logistics is highly desirable.

The candidate should identify opportunities to improve processes, introduce efficiencies and demonstrate a willingness to innovate and challenge existing approaches where appropriate.

In addition, the candidate will display the following personal attributes:

- Exhibit leadership behaviours that support collaboration, accountability, and continuous improvement.
- Be proactive, adaptable, and able to perform effectively in a complex and dynamic environment.
- Demonstrate strong organisational and planning skills.
- Communicate clearly and professionally with a diverse range of stakeholders.

Eligibility

Security Clearance

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Notes

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

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

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To Apply

Position Contact	Melissa Smith, 02 5108 9598
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=14C755B9-6109-6B98-7E9F-ED4CCC795FBA

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Defence

Vacancy VN-0772682

Department of Defence

Closing Date:Sunday 04 October 2026

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Project Controls
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	\$99,733 - \$112,431
Future Merit Locations	Williamtown
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	Williamtown - NSW
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B15E63CB-252D-0303-C156-ED4CCE499E46>

Duties

The Role

Airborne Surveillance Control & Intelligence Systems Program Office (ASCISPO), located at RAAF Base Williamtown, NSW performs sustainment and major capability upgrades for Air Force's fleet. The Project will introduce the fleet through collaboration with coalition partners.

The position is responsible to:

- Assist with project scheduling, providing critical expert advice and assistance.
- Manage and supervise all project scheduling providing critical expert advice and assistance.
- Use initiative and experience to analyse, plan, review and adjust priorities and work activities to meet business outcomes.
- Undertake objective, systematic analysis and draw accurate conclusions based on evidence providing detailed technical, operational, professional and procedural advice for complex activities.
- Engage with stakeholders and manage stakeholders' expectations to deliver agreed project outcomes.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technologies. The ITAR is United States (US) law that controls the manufacture, sale, use and access of defence and military end-use articles on the United States Munitions List. It is the policy of the US to deny exports of ITAR controlled technologies to proscribed countries. This may also apply to access by persons who hold or have held a citizenship, or current permanent residency, of said countries. Defence utilises workforce mechanisms to mitigate these restrictions, which will require applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects citizenship details to confirm an applicant's eligibility for the role and to maintain compliance with international obligations.

About our Team

Airborne Surveillance Control and Intelligence Systems Program Office (ASCISPO) plays a critical role in shaping the future of Australia's airborne surveillance capability. Working with leading industry partners and international military services, we deliver engineering, maintenance, logistics, and training support for the Air Force's fleet and we're driving the acquisition of its next-generation replacement.

Part of Defence's capability delivery agency, our integrated team includes Australian Public Servants, Australian Defence Force personnel and industry experts, and is primarily based at RAAF Base Williamtown, NSW with a small presence in the USA.

At ASCISPO, we pride ourselves on our workplace culture. We:

- Build trust through partnerships that deliver real capability outcomes.
- Empower bold decision-making through informed risk assessment.
- Champion flexibility and creativity to deliver timely solutions.
- Prioritise balance and well-being so our people thrive.
- Invest in growth and learning, and celebrate diversity.

Join the team that's Trusted to Deliver.

Our Ideal Candidate

The successful candidate will demonstrate:

- Strong organisational skills, attention to detail, ability to prioritise and deliver in a timely manner.
- Well-developed interpersonal skills, including communicating clear and confidently, both orally and written.

- Initiative working with limited supervision whilst engaging multiple stakeholders to achieve project outputs.
- Ability to deliver, plan and support Project Management activities through experience in scheduling.
- Financial acumen the successful candidate will demonstrate an interest in career development and training becoming highly effective in the short to medium term.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Robin Singh, 02 5128 9775
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B15E63CB-252D-0303-C156-ED4CCE499E46

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Department of Defence

Closing Date: Sunday 04 October 2026

Joint Capabilities Group
Joint Training Command

Job Title	ICT Security Specialist
Job Type	Full-Time, Ongoing
Location	Macleod VIC
Salary	\$99,733 - \$112,431
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/05351/26
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A6B7E3B5-6DBE-3D1E-E285-ED4D08C76993>

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.

About our Team

- 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.

Our Ideal Candidate

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.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Dominic Ambrosi, 02 8245 9784
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A6B7E3B5-6DBE-3D1E-E285-ED4D08C76993

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Defence

Vacancy VN-0772736

Department of Defence

Closing Date: Sunday 04 October 2026

Naval Shipbuilding and Sustainment Group
Patrol Boats and Specialist Ships

Job Title	Project Controls Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$89,841 - \$96,829
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s)
Classification	APS Level 5
Position Number	NSSG/04944/26
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7E11EA93-E84B-4D92-7B8E-ED4D41C471E2>

Duties

The Role

As the APS 5 Project Controls Officer, you will be accountable under limited direction to perform and achieve complex project work within an integrated workforce.

You will have, or be able to develop a comprehensive understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements. You will interpret and provide advice within the Project Control function based on legislation, policy and procedures. You will undertake specialist research and analysis, conduct reviews and perform procedural and administrative support work to achieve results.

You will coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members.

You will be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

You will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work outcomes. You will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

The Landing Craft Branch is accountable for acquisitions under the LAND8710 Program, including LAND8710-1 Landing Craft - Medium (LC-M), LAND8710-1B Amphibious Vehicle - Logistics (AV-L) and LAND8710-2 Landing Craft - Heavy (LC-H).

The LAND8710 projects are supported by a Program Management Office that is responsible for support, governance and assurance functions across the LAND8710 program. The Program Management Office and Landing Craft Branch consists of professionals from various disciplines and comprises highly skilled and motivated APS, ADF and contracted personnel. The Project Controls Officer sits within the PMO and performs complex project work within an integrated workforce.

Our Ideal Candidate

As the APS 5 Project Controls Officer, your duties will include, but not be limited to:

- Provide administrative and project management support to the Landing Craft Program.
- Provide support to projects including contractor management, financial activities, probity management, reporting and governance and administrative support.
- Contribute to the development and maintenance of project planning and performance processes in accordance with agreed procedures and performance standards.
- Research, draft and prepare briefs, correspondence and reports including submissions for committee consideration.
- Work collaboratively, operate as an effective team member and provide constructive feedback.
- Engage with internal and external stakeholders to understand their requirements and meet their needs.

- Apply project management practices in compliance with legislative, policy and regulatory frameworks.
- Resolve problems using expertise, taking the initiative to identify alternative courses of action.
- Commitment to the APS Values and APS Code of Conduct.

Eligibility

Security Clearance:

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

Notes

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

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	Tracy Best, 02 5109 6007
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7E11EA93-E84B-4D92-7B8E-ED4D41C471E2

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Environment and Energy

Vacancy VN-0772812

Clean Energy Regulator

Closing Date:Monday 05 October 2026

Scheme Support
Artificial Intelligence AI Technical Capability

Job Title	Assistant Manager - AI Technical Implementation
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$125,863 - \$143,171
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 agency supports and promotes flexible working, including remote options on negotiation and where appropriate based on the specifics of the role.
Classification	Executive Level 1
Position Number	CER 089/26
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

About the Business Unit

The Artificial Intelligence (AI) function will be a key enabler to the Clean Energy Regulator’s (CER) digital transformation, driving the responsible, ethical, and effective use of AI to enhance regulatory, operational efficiencies and policy outcomes. Under the leadership of the Chief AI Officer, the team will support AI usage across the Agency, aligned with the Agency’s strategic objectives and whole-of-government digital priorities.

With expertise in artificial intelligence principles, practices, and technologies, the team ensures AI initiatives are designed and deployed in ways that are scalable, secure, and aligned with the Agency’s values and operational goals. This includes applying robust AI governance frameworks,

ensuring model integrity and performance, and integrating AI capabilities into core business processes to support sustainable and responsible innovation. The team operates in alignment with Agency program and BAU investment prioritisation and IT and data architecture governance arrangements

The AI Team is structured around two teams:

- **AI Technical Capability Development:** This section leads the design, development, and deployment of AI solutions across the Agency. It provides technical leadership, supports pilot programs, and ensures alignment with IT architecture and data governance. The team is responsible for delivering robust solutions, developing and refining AI models, and integrating AI platforms into the Agency's digital environment. Their work ensures that AI systems are secure, scalable, and aligned with CER architecture standards, supporting both operational efficiency and innovation.
- **AI Adoption:** This section focuses on enabling the workforce to confidently and ethically engage with AI technologies. It delivers training, builds communities of practice, and supports the development of AI use cases through business analysis and stakeholder engagement. This section ensures AI is adopted in a way that is inclusive, people-centric, and aligned with the Agency's values and operational goals.

Together, these teams support the Chief AI Officer in delivering strategic leadership, uplifting AI literacy, managing risk, and ensuring the Agency remains adaptive and innovative.

About the Section

The AI Technical Team plays a pivotal role in shaping the Agency's approach to artificial intelligence by overseeing the complete lifecycle of AI solution development. This includes the initial design phase, where the team collaborates to identify business requirements and suitable AI technologies. This is through the development, deployment, and ongoing optimisation lifecycle of these solutions. Their remit extends to providing expert technical leadership, ensuring that all AI initiatives are grounded in best practice and adhere to the Agency's overarching enterprise IT architecture and data governance frameworks.

In addition to delivering secure, scalable, and robust AI systems that enhance operational efficiency and drive innovation, the AI Technical Team actively supports pilot projects. This involves coordinating logistics, preparing user guides, and working closely with the AI adoption section. This is achieved through gathering feedback from stakeholders for further analysis and refinement of AI tools.

The team is also responsible for maintaining technical documentation, updating system registers, creating architectural artefacts, and managing the backlog of AI items.

Duties

The Assistant Manager, AI Technology Implementation supports the AI Business Unit and AI Technical Manager. This involves providing technical oversight and ensuring all AI initiatives are fit for purpose, align with the Agency's IT architecture and data governance frameworks.

- Oversee the design, build, development, deployment, and optimisation of AI solutions across the Agency, ensuring alignment with enterprise IT architecture and data governance frameworks. Provide technical leadership and support for pilot programs, including logistics coordination and preparation of user guides.
- Design end-to-end AI-based solutions for business needs, from concept through to implementation, ensuring alignment with enterprise architecture, data governance, and responsible AI practices.
- Manage and influence high-level stakeholder relationships, facilitating collaboration across business areas to drive strategic agency-wide outcomes. Engage effectively with senior executives, technical specialists, policy makers, and external partners.
- Apply robust AI technical governance frameworks and deployment methodologies, ensuring model integrity, performance, and compliance with legislative, ethical, and regulatory requirements. Maintain technical documentation, update system registers, and create architectural artefacts.
- Deliver training and support communities of practice to uplift AI literacy across the technical practitioners and support the development of AI use cases through business analysis and stakeholder engagement. Enable the workforce to confidently and ethically engage with AI technologies.
- Navigate ambiguity, apply sound decision-making, and drive innovation while managing risk. Ensure AI systems are secure, scalable, and aligned with CER architecture standards to support operational efficiency and sustainable, responsible innovation.
- Manage individual and team performance, coach and develop people, and lead teams through change. Support the AI Technical Manager in delivering strategic leadership and ensuring the Agency remains adaptive and innovative.

Knowledge Skills and Attributes

Essential

- Relevant tertiary qualifications in computer science, information technology, engineering, or demonstrated experience.
- Ability to design, configure, and deploy Copilot agents tailored to business needs (e.g. summarisation, document drafting, decision support).
- Practical experience with generative AI models, prompt engineering, and usage of enterprise-scale AI applications.

Highly Desirable:

- Certifications in Azure-related skills (e.g. Azure AI Engineer, Azure Data Scientist, Azure Solutions Architect, Azure AI foundry).
- Demonstrated experience in designing, developing, and deploying AI/ML systems in complex enterprise environments.
- Experience in maintaining and iterating agent prompts, workflows, and templates to improve relevance and usability.
- Knowledge of integrating Copilot with enterprise data sources (SharePoint, Outlook, Teams).
- Experience configuring and deploying Azure Large Language Models (LLMs) and Small Language Models (SLMs) for business use cases.
- Ability to integrate Azure AI solutions for scalable, secure, and compliant performance.

Eligibility

The [Public Service Act 1999](#) requires all people joining the Australian Public Service to be Australian citizens. You will be asked to declare your citizenship status as part of the application process.

We will conduct pre-employment checks before we offer you employment. For us to do this, you will be required to supply certified copies of identity documents.

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

Notes

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Toby Wright, 02 6159 3234
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Foreign Affairs and Trade

Vacancy VN-0772757

Australian Secret Intelligence Service

Closing Date:Tuesday 06 October 2026

Not specified
Not specified

Job Title	Assistant Director, Ministerial, Cabinet and Parliamentary
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$150,072 - \$175,338
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	.
Classification	Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

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

The Assistant Director is responsible for leading ASIS's Cabinet and Ministerial teams. They ensure the seamless coordination and delivery of related material to ASIS leadership and the

Minister for Foreign Affairs. This role provides critical quality assurance over all Ministerial, Cabinet and Parliamentary outputs, ensuring they are aligned with the Director-General's priorities and requirements. The Assistant Director provides leadership and mentorship to the team while managing complex stakeholder relationships to represent ASIS's equities at the highest levels of government.

Duties

- Provide expertise across a broad range of activities relating to Ministerial, Cabinet and Parliamentary matters.
- Take responsibility for the delivery of team outcomes and monitor team progress in achieving these.
- Provide expert advice on processes, policy, complex problems and issues involving internal and external stakeholders.
- Recommend and assist in setting strategic direction for Ministerial, Cabinet and Parliamentary functions, while taking into consideration wider agency and whole of government implications when implementing decisions.
- Consider and effectively manage competing priorities.
- Undertake a range of ad-hoc project work to support the Ministerial, Cabinet and Parliamentary functions.
- Support a program of ongoing Ministerial, Cabinet and Parliamentary literacy across ASIS.

Core skills

Our ideal candidate will have:

- Adaptability, self-awareness and maturity.
- Excellent verbal and written communication skills, with a high attention to detail and the ability to confidently engage with senior stakeholders, including the Director-General.
- Highly developed time management, organisation and coordination skills.
- An ability to work under broad direction, using initiative and judgment.
- Proven ability to establish and maintain productive relationships with diverse stakeholders.
- An ability to provide leadership and mentorship to the team and deliver team outcomes.
- An ability to be professional, discreet and maintain confidentiality.

Experience requirements

The following education, qualifications and/or experience are not essential, but will be highly regarded:

- Previous experience in policy, Ministerial, Parliamentary, governance, secretariat, or executive support roles, or experience with the Cabinet process would be highly valued but is not essential.

Eligibility

To be eligible for a role you must:

- Be an Australian citizen
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance

For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at <https://protectivesecurity.gov.au>, section 12 provides information on Eligibility and suitability.

The position is Canberra based, with conditions similar to those in the Australian Public service including superannuation.

Notes

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respective work environment. We encourage applications from Aboriginal and Torres Strait Islander people, Women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

Please note: ASIS does not provide feedback to unsuccessful applicants

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/

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Australian Secret Intelligence Service

Closing Date: Tuesday 06 October 2026

Not specified

Not specified

Job Title	Ministerial, Governance and Cabinet Liaison Officers - Level 5-6
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$108,584 - \$138,523
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	.
Classification	APS Level 5;APS Level 6
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

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

These roles offer a unique opportunity for the successful applicants to contribute to high-level decision-making and gain a comprehensive understanding of ASIS's work within the broader whole-of-government context. All roles work directly with ASIS's most senior leaders and collaborate with a diverse range of stakeholders across the Service, and other government agencies. The roles provide valuable exposure to strategic issues and the development of government policy.

Ministerial Officer

Ministerial Officers serve as strategic enablers, supporting both the Director-General and SES in driving ASIS's mission and national security objectives. Ministerial Officers facilitate seamless interaction between different business units, senior leaders, and the Foreign Minister's Office, to coordinate decision making on the most important issues facing ASIS.

Governance Officer

Governance Officers provide high-level secretariat and governance support to senior management and key governance committees within ASIS. These positions play a critical role in supporting the effective functioning of executive committees, contributing to the Service's strategic direction and corporate governance frameworks.

Cabinet Liaison Officer

Cabinet Liaison Officers support ASIS's engagement with whole-of-government Cabinet processes. Cabinet is the core decision-making body of the Australian Government, comprised of senior ministers who collectively determine government policy and priorities. Cabinet Liaison Officers ensure the Service is effectively supporting ASIS leadership and the Minister for Foreign Affairs in Cabinet-related matters.

Duties

Ministerial Officer

- Coordinate input from various business units for Ministerial submissions.
- Conduct quality assurance checks and liaise with line areas to address and resolve identified issues.
- Coordinate clearance of products with various senior stakeholders and facilitate the provision of cleared products to the Minister's Office.
- Ensure relevant stakeholders are advised of outcomes and requests for information.
- Facilitate oversight inspections.
- Develop and maintain positive relationships with stakeholders, including via the provision of training.

Governance Officer

- Provide support to governance committees and senior management, ensuring the timely preparation of agendas, papers, minutes and action items.
- Develop and maintain strong working relationships with executive management, and internal teams to ensure alignment with strategic goals and governance obligations.
- Serve as a key point of contact for stakeholders on governance matters, ensuring efficient and effective communication.
- Assist with the development of forward work plans.
- Monitor and report on committee performance.

Cabinet Officer

- Manage the coordination of Cabinet Submissions from across government, including associated meeting materials.
- Provide advice to line areas and senior executives on Cabinet matters.
- Support the Director-General and other SES to attend key meetings, including the National Security Committee of Cabinet (NSC) and the Secretaries Committee on National Security (SCNS).
- Prepare and quality-assure briefings and meeting packs.

- Build and maintain relationships with the broader Cabinet Liaison Officer network across government.

Core skills

Our ideal candidate will have:

- Adaptability, self-awareness and maturity.
- Excellent verbal and written communication skills, with a high attention to detail and the ability to confidently engage with senior stakeholders.
- Highly developed time management, organisation and coordination skills.
- An ability to work under limited direction, using initiative and judgment.
- Proven ability to establish and maintain productive relationships with diverse stakeholders.
- An ability to be professional, discreet and maintain confidentiality.

Experience requirements

The following education, qualifications and/or experience are not essential, but will be highly regarded:

- Previous experience in policy, Ministerial, Parliamentary, governance, secretariat, executive support roles, or with the Cabinet process will be highly regarded.

Eligibility

To be eligible for a role you must:

- Be an Australian citizen
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance

For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at <https://protectivesecurity.gov.au>, section 12 provides information on Eligibility and suitability.

The position is Canberra based, with conditions similar to those in the Australian Public service including superannuation.

Notes

ASIS values workplace diversity and is committed to providing a supportive, inclusive and respectful work environment. We encourage applications from Aboriginal and Torres Strait Islander people, Women, people with disabilities, people that identify as LGBTIQ+ and people from culturally and linguistically diverse backgrounds.

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

Please note: ASIS does not provide feedback to unsuccessful applicants

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/

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Foreign Affairs and Trade

Vacancy VN-0772817

Job Title	Recruitment Specialists
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$100,451 - \$138,523
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Office-based
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	Not provided
Agency Website	https://www.asis.gov.au

Job Description

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

Roles in the Recruitment Section plan and conduct the full life cycle of recruitment activities for ASIS including contributing to the development of marketing and branding strategies. Refining selection methodologies and developing a positive candidate experience throughout a selection and onboarding continuum is a high priority for this team.

These roles require dynamic team players 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.

Duties

Level 4

As a Level 4 Recruitment Specialist you may be looking to start your career in HR. If you have the right attitude and a passion for HR, we can teach you the skills! We are looking for enthusiastic team players that will deliver high-quality, responsive and efficient recruitment administration services. You will have a strong willingness to learn new skills and systems, high attention to detail and be able to determine priorities.

Level 5

As a Level 5 Recruitment Specialist you will have some experience working in a recruitment team or an interest in expanding your HR skill set or knowledge base. You will have excellent verbal and written communication, be a problem solver, and an engaged team player. Good judgement is a must, as well as strong attention to detail and adaptability. You will be able to identify process improvements and manage competing priorities.

Level 6

As a Level 6 Recruitment Specialist you will have demonstrated subject matter experience in recruitment and be a motivated team leader to deliver high-quality, responsive, and efficient recruitment services. You will drive new initiatives, set team priorities, coach and develop junior staff, and have the ability to problem solve complex HR issues. You may have relevant HR tertiary qualifications and/or AHRI certification or interest towards obtaining qualifications.

Core Skills

We encourage applicants with the following skills and attributes to apply:

- Provide general administrative support and assistance
- Promote high levels of customer focused service
- Understand and work within legislative frameworks
- Develop and implement recruitment policies and process documentation
- Provide advice on recruitment services including regular and relevant reporting
- Contribute to and/or manage recruitment projects including planning and implementation
- Mentoring and supervising junior level staff
- Excellent verbal and written communication skills
- Strong interpersonal, negotiation and influencing skills
- Have the ability to adapt to change and remain positive

Education and Qualification Requirements

The following education, qualifications and/or experience will be highly regarded:

- Relevant HR tertiary qualifications and/or relevant experience (L5 - L6)
- Experience in recruitment roles for L5 – L6 will be highly regarded
- Knowledge of recruitment selection processes and procedures, and best practice examples (or the ability to rapidly acquire such knowledge)

Eligibility

To be eligible for a role you must:

- Be an Australian citizen
- Be assessed as suitable to hold and maintain a TOP SECRET-Privileged Access security clearance
- For more information on eligibility please see the Protective Security Policy Framework which is publicly accessible at protectivesecurity.gov.au, section 12 provides information on Eligibility and suitability

Notes

ASIS is committed to fostering a diverse and inclusive environment for candidates to participate in all stages of the selection process. Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process and we will work with you to manage this throughout. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

Please note: ASIS does not provide feedback to applicants

About the Australian Secret Intelligence Service

ASIS is Australia’s overseas secret intelligence collection agency. Its mission is to protect and promote Australia’s vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia’s coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not Provided, 0262611849
Agency Recruitment Site	https://www.asis.gov.au/

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Foreign Affairs and Trade

Vacancy VN-0772784

Job Title	APS4 Passport Case Officers - roles available in Adelaide and Perth
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Perth WA
Salary	\$84,115 - \$89,673
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Remote work is not available for this role due to the system and security requirements. However, flexible arrangements may be negotiated if required.
Classification	APS Level 4
Position Number	0630/2026 0631/2026
Agency Website	

Job Description

<https://dfatcareers.nga.net.au/cp/>

Applications close at 11.30pm ADST on Sunday 4 October 2026.

The Opportunities

Do you have a passion for working in fast-paced service delivery environments? Do you have exceptional customer service and problem-solving skills? Do you have sound administration and clerical skills? If you have answered yes to these questions, WE WANT YOU!

The Australian Passport Office (APO) is seeking Passport Officers to work across a variety of Service Delivery roles in our division.

APO provides access to secure international travel documentation through timely and responsive passport services in Australia and overseas. The APO manages each stage of the passport production process including the passport application, lodgement, assessment and printing stages, as well as the service recovery, workload management, and commercial management functions.

Our Ideal Candidates

We're looking for high-performing people with skills and experience relevant to the Australian Passport Office.

Our ideal candidates will have:

- Strong customer service skills whilst displaying empathy and emotional intelligence.
- Ability to problem solve using sound judgement and risk.
- Agility and flexibility to evolve rapidly to change plans or course of direction to match the reality or demands of a situation.
- Ability to work under pressure, apply both a sense of urgency and the highest level of discretion and confidentiality.
- A positive can-do attitude, displaying personal resilience, calmness and focus on achieving objectives, even in difficult circumstances.
- Capability to identify, assess, and instigate actions independently and complete tasks within appropriate timeframe.
- Ability to effectively use business applications, tools and new technology to streamline internal processes and service delivery to the Australian Public.
- Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.

All employees of the department are expected to abide by the [APS Values and Code of Conduct](#) and the [DFAT Values Statement](#).

Duties

Your duties and responsibilities will be aligned to the relevant [APS Work Level Standards](#).

Your key duties will include:

- Deliver courteous, prompt, and professional customer service when providing guidance to the public through various channels including face-to-face, telephone or in writing, ensuring approved scripts or templates are used where applicable.

- Use effective judgement and investigative skills to monitor and manage Australian Travel Document applications and passport workflows. Contribute to the management of workload, and resource allocation priorities with a high degree of flexibility.
- Undertake travel document processing including decision-making and recommendations on the eligibility of applicants for an Australian travel document, by providing appropriate determinations that are informed by relevant legislation, regulation, policies, and guidelines.
- Investigate, resolve, and review standard to moderately complex travel document eligibility and related issues. The definition of standard and moderately complex applications is set by the APO with changes made to that definition as needed from time to time. Propose solutions to senior officers when escalating matters.
- Contribute to the provision of advice, assistance and guidance on travel document eligibility matters and the extent to which they comply with relevant legislation, regulations, policies, and guidelines and implement said policies and procedures.
- Conduct spoils and destruction, personalisation support, and site custodian duties in line with delegations and agreed processes and procedures.
- Work independently to meet deadlines, required work outputs, key performance indicators and performance expectations in line with DFAT Performance Frameworks.
- Meet operational deliverables in an emergency or crisis response.
- Actively build, maintain, and facilitate collaboration with a wide network of internal stakeholders.
- Proactively monitor, identify, and analyse current and emerging issues that may have an impact on the project deliverables/timeframe of stakeholders (internal and external) in relation to the project deliverables.
- Manage Alerts raised by internal and external government authorities.
- Provide support, guidance, and assist in identifying training needs for other staff. Coach and mentor staff to increase understanding of relevant legislation, regulation, policies, and guidelines.
- Work as part of a team to deliver outcomes, displaying flexibility to meet operational requirements.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

Depending on the role into which you are placed, you may also be required. to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Samantha Diaz, N/A
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Industry, Science, Energy and Resources

Vacancy VN-0772728

Department of Industry, Science and Resources (DISR)

Closing Date: Friday 25 September 2026

National Measurement Institute
Chemical & Biological Metrology Aust Sports Drug Testing Lab

Job Title	Senior Research Scientist
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	North Ryde NSW
Salary	\$102,072 - \$111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 6
Position Number	1271_09/26
Agency Website	https://www.industry.gov.au/

Job Description <https://industrycareers.nga.net.au/?jati=62DF1FC4-96E4-1390-255C-ED4D0A6EEB44>

About the Department

The Department of Industry, Science and Resources and our broader portfolio are integral to the Australian Government's economic agenda. Our purpose is to help the government build a better future for all Australians through enabling a productive, resilient and sustainable economy, enriched by science and technology. We do this by:

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology
- Strengthening the resources sector.

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the APSC's [APS Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

About the team

The National Measurement Institute (NMI) is Australia's national measurement authority, delivering world-class, internationally recognised measurement standards, advice and services.

The Australian Sports Drug Testing Laboratory (ASDTL), as part of the NMI, is the only World Anti-Doping Agency (WADA) accredited laboratory conducting the testing of athlete samples in the Oceania region as well as conducting research in the field of human sports Anti-Doping. The ASDTL provides testing service to two key clients, Sport Integrity Australia (SIA) and Sport Integrity Commission New Zealand (SICNZ), as well as international sporting federation and Anti-Doping organisation.

The ASDTL is a proactive team that effectively manages diverse tasks under tight deadlines while ensuring delivery of high-quality services to stakeholders is maintained.

It is expected that our ideal candidate will be able to support and promote NMI's vision, mission and business objectives, by actively contributing to the ASDTL's team goals, strategies and work plans while achieving quality outcomes and adhering to documented procedures.

The position will be based in North Ryde, Sydney at the National Measurement Institute.

The opportunity

The Senior Research Scientist will play a critical role in advancing ASDTL's research and analytical capabilities through the development, validation and implementation of innovative LC-MS-based methods for anti-doping applications.

Working closely with the Research Manager, the position will undertake industry-focused research in metabolomics, biomarker discovery and the detection of prohibited substances, translating scientific innovation into practical laboratory outcomes that enhance testing quality, efficiency and compliance with WADA requirements.

The role requires expertise in analytical method development, advanced instrumentation, experimental design, statistical data analysis and project delivery, together with the ability to communicate scientific findings through reports, publications, presentations and collaborative engagement with national and international research partners.

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
- access to staff counselling services.

Our ideal candidate

Our ideal candidate will have:

- Demonstrated scientific expertise in the innovative development, optimisation and validation of analytical methods for the analysis of biological fluids (e.g. urine and blood), supported by peer-reviewed publications, research outputs, or equivalent evidence of scientific achievement.
- Demonstrated experience in liquid chromatography–mass spectrometry (LC-MS) for the analysis of small molecules and biomarkers in complex biological matrices, including instrument operation, troubleshooting, method development and data interpretation. Experience in metabolomics, biomarker discovery and statistical analysis of complex biological datasets is highly desirable.
- Demonstrated understanding and application of statistical principles, including experimental design, method validation, data quality assessment, multivariate analysis, and interpretation of complex analytical datasets to support scientific decision-making.
- Demonstrated ability to independently conduct complex scientific investigations and analyses, applying sound judgement, initiative and problem-solving skills to deliver high-quality outcomes within agreed timelines. Strong written and verbal communication skills, including the preparation of technical reports, scientific publications and presentations for a range of scientific and stakeholder audiences.
- Knowledge and understanding of laboratory quality management systems and accreditation requirements, particularly ISO/IEC 17025 and associated quality assurance principles applicable to analytical laboratories.
- 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

As a Senior Research Scientist (S&T6), you will work closely with the Research Manager to develop, validate and implement innovative analytical methods that support Anti-Doping testing and research activities, ensuring ASDTL maintains world-class analytical capabilities and compliance with WADA requirements.

- Conduct and deliver research projects in Anti-Doping and bioanalytical sciences, generating novel scientific concepts and developing innovative sample preparation, chromatographic and mass spectrometric approaches for the detection of prohibited substances, biomarkers and emerging threats.
- Develop, optimise, validate and implement LC-MS analytical methods, including metabolomics and biomarker discovery applications, ensuring methods are scientifically robust, fit-for-purpose and aligned with WADA requirements.
- Maintain and troubleshoot advanced analytical instrumentation, including LC-MS/MS and LC-qHRMS systems, ensuring optimal instrument performance, data quality and continuity of analytical and research activities.
- Design experiments, review emerging scientific literature and apply appropriate statistical analyses to support method development, validation and discovery-based research, translating scientific advances into laboratory improvements and new research opportunities.
- Plan, coordinate and deliver research projects to agreed milestones, preparing high-quality scientific reports, method documentation, publications and presentations that effectively communicate findings to technical and non-technical audiences.
- Represent ASDTL and NMI through scientific collaborations, stakeholder engagement and participation in national and international conferences, meetings and research networks, including domestic and overseas travel as required.

Eligibility

A PhD in Analytical Chemistry, Forensic Science, Biochemistry or a related discipline, with demonstrated experience in industry-based research, LC-MS method development and validation, and the translation of scientific innovation into practical laboratory applications. Experience in anti-doping science, metabolomics, biomarker discovery, and statistical analysis of complex datasets is highly desirable.

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 laboratory offers flexible working arrangements but during major sporting events there is an expectation for all staff to work shifts and on weekends or public holidays.

This position is offered as a non-ongoing role for an initial period of 12 months, with the possibility of extension for up to a further 6 months (18 months total). There may also be an opportunity for the role to become ongoing in the future, subject to business needs and approval.

Vaccination for Hepatitis B is required for this position. NMI will provide vaccination for the successful applicant if required.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

The department offers flexible work arrangements for many roles. However, this position is based in Sydney (North Ryde), with duties primarily performed on site. As a result, opportunities to work flexibly are limited and generally available on an ad hoc basis. If you would like to discuss this further, please contact the contact officer.

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

The 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	ChemBio Recruitment, N/A
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=62DF1FC4-96E4-1390-255C-ED4D0A6EEB44

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Industry, Science, Energy and
Resources

Vacancy VN-0772762

Job Title	Web Content Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - NT NT, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - WA WA
Salary	\$90,321 - \$96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available
Classification	APS Level 5
Position Number	1900
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

We are seeking an experienced Web Content Officer to assist in driving the content strategy and delivery for IP Australia's corporate website in the Digital Experience team. Reporting to the Web Content Lead, you will play a key role in shaping how our digital content informs, engages, and supports our diverse audiences. Working with stakeholders across the agency you will ensure that the content is written for the audience, and is accurate, engaging and accessible.

The Web Content Officer will also have the opportunity to work in the Web, Multimedia and Design team on a part-time basis to support them in content writing for other web-based platforms, and reviewing graphically designed education materials.

Duties

Duties include:

- Write, edit, and publish content that is accurate, engaging, and accessible
- Collaborate with subject matter experts to translate complex legal and technical information into plain English
- Conduct keyword research and optimise metadata, headings, and page structure
- Work closely with internal teams and external partners to ensure content accuracy and relevance

- Ensure content complies with accessibility requirements, the Australian Government Digital Experience Policy and supporting standards, and agency policies

Eligibility

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS).

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check involves reviewing your background & personal circumstances to minimise risks in giving access to IP Australia information/resources. This screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Some applicants may be able to obtain and maintain a security clearance at a specified clearance level – please check the vacancy information section for security clearance requirements.

The successful applicant must be willing to disclose all relevant and required information.

Notes

We are looking to fill this position on a non-ongoing/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.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQ+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

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

About the IP Australia

IP Australia is the Australian Government agency that drives innovation by administering intellectual property (IP) rights, including patents, trade marks, designs, and plant breeder's rights. Our mission is simple: to help Australians turn great ideas into reality through a world-class IP system that fuels creativity, investment, and economic growth. Working with us means being part of a team that influences global IP frameworks, supports trade agreements, and educates businesses and individuals on the value of IP. We're not just about protecting ideas—we're about enabling innovation that benefits everyone. At IP Australia, we foster an inclusive and diverse culture where every individual feels respected and valued. We believe that diversity drives innovation, and we are committed to creating a workplace where everyone can thrive and reach their full potential. We understand the importance of flexibility and wellbeing. That's why we offer hybrid work arrangements, flexible hours, and programs to support mental health and overall wellbeing. Our focus on psychological safety ensures that employees feel secure and supported in their roles. Professional growth is a priority for us. We provide opportunities for skill development, education support, and clear pathways for career progression. Whether you're starting your career or looking to advance, IP Australia offers the tools and resources to help you succeed. Our benefits are designed to support your lifestyle and future. With competitive conditions such as 15.4% superannuation contributions, salary packaging options, and family-friendly policies, we make sure our employees are well taken care of. Finally, integrity is at the heart of everything we do. We uphold the highest standards of fairness and respect, maintaining a workplace built on trust and collaboration. At IP Australia, you'll be part of an organisation that values both people and purpose.

To Apply

Position Contact	Gabrielle Dunlevy, 02 6283 2389
Agency Recruitment Site	https://careers.ipaustralia.gov.au

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Prime Minister and Cabinet

Vacancy VN-0772826

Aboriginal Hostels Limited

Closing Date:Tuesday 06 October 2026

Frontline Services
NT Region

Job Title	Regional Assistant Director (Affirmative Measures - open to First Nations candidates only)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	\$121,755 - \$132,713
Future Merit Locations	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	2205
Agency Website	https://www.ahl.gov.au/work

Job Description

<https://www.ahl.gov.au/work>

About Aboriginal Hostels Limited (AHL)

AHL is a not-for-profit Commonwealth company dedicated to providing culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Since 1973, AHL has been committed to improving the quality of life and economic opportunities for First Nations people through a national network of over 40 hostels across Australia. Join us in making a meaningful impact and supporting our mission to enhance the lives of First Nations communities.

Duties

About the Role

Are you passionate about driving excellence in service delivery, strengthening community ties, and leading high-performing operational teams? We are seeking a dynamic and strategic leader to join Aboriginal Hostels Limited (AHL) as the Regional Assistant Director.

As the Regional Assistant Director, you will oversee operations across our Top End regional network to ensure high-quality hostel management, robust data-driven compliance, and supportive environments that drive our organisational goals. As we expand our operational expertise and strategic capabilities, this role offers a fantastic opportunity to take ownership of regional performance and significantly influence our growth. Serving as the face of regional leadership you will engage with stakeholders at all levels, ensuring our accommodation services remain indispensable to the community. You will lead high-quality regional operations on a macro level,

gathering data, coordinating resources, and building community capability to ensure repeatable, scalable success that shapes our future strategic path.

About You

We are seeking an accomplished leader with proven senior operational management experience, ideally within accommodation, residential services, or community-led sectors. You are a visionary, strategic thinker with exceptional problem-solving skills, outstanding communication capabilities, and a highly sophisticated approach to stakeholder management.

Why Join Us?

This is a unique opportunity to contribute to meaningful work that directly impacts the frontline of First Nations service delivery. You will join a collaborative, outcomes-focused environment that deeply values probity and integrity, critical problem-solving and continuous improvement.

The role offers a unique opportunity to shape and influence regional operational excellence and frontline service standards, working closely with the Director, local hostel management teams, and key external partners. We adopt a highly supportive working environment anchored by a strong commitment to your professional growth, culturally safe practices and workforce inclusion.

For the full position description and how to apply visit the AHL website [Work with us | Aboriginal Hostels Limited](#)

Eligibility

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.

To be eligible to apply, applicants must be Australian Citizens or have already lodged an application for Australian Citizenship.

Prior to engagement, the successful applicant will be required to:

- provide an Australian Citizenship document (e.g. birth certificate or passport);
- undergo a satisfactory National Criminal History Check;
- meet the fitness for duty requirements; and
- hold and maintain, working with children check in NT region.

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

This is an Affirmative Measure vacancy which means that Aboriginal and Torres Strait Islander applicants only.

Notes

How to apply

Submit your application through to jobs@ahl.gov.au before Tuesday 6 October at 11:59pm.

As part of your application you will need to provide an application form and the following:

- A complete the Application Form available from our website www.ahl.gov.au/work
- Your current resume (maximum three pages)
- A 'one page pitch' (up to 750 words) telling us how your skills, knowledge, experience and qualifications make you the best person for the job and to perform at the relevant classification level.
- Please include your name and the job reference (VN-0772826) in the subject of your email.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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

About the Aboriginal Hostels Limited

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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Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date: Sunday 11 October 2026

Collection Services Group
Collection Development & Care

Job Title	Conservator (Affirmative Measures)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$99,734 - \$111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements may be negotiated with the successful candidate
Classification	APS Level 6
Position Number	55_09/26
Agency Website	https://aiatsis.gov.au/

Job Description

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

About the Group

The Collections Services Group is responsible for the development, management, preservation and provision of access to the AIATSIS Collection at both Maraga (Canberra) and Mparntwe (Central Australia) sites. The Group manages, describes, preserves, digitises and provides access to the AIATSIS Collection.

About the Program Area

The Collection Development & Care Program is responsible for building, documenting and maintaining the AIATSIS Collection to ensure its long term preservation and accessibility. The program acquires new collection materials in line with AIATSIS' legislative function and strategic priorities and ensures appropriate description, cataloguing and metadata standards are applied. The program includes the Rights and Policy Unit, the Acquisition, Registration and Cultural Gifts Unit and the Curatorial, Exhibition, Conservation and Loans Unit. Key operational activities include developing, conserving and preserving Aboriginal and Torres Strait Islander cultural heritage

material in the AIATSIS collection in a culturally safe way. Engaging with donors and depositors to expand the collection, curating domestic and international display and exhibitions (both online and physical), implementing collection care practices, facilitating loans and managing the rights and policy environment of the AIATSIS collection.

Role Summary

This role requires a qualified and experienced Conservation professional, who will be responsible for the care and preservation of the AIATSIS Collection. Working as part of a small multidisciplinary team, the role undertakes conservation and collection care activities across a broad range of material types in response to operational priorities. The Conservator provides specialist conservation expertise to support the preservation, accessibility, and long-term care of the collection. The role undertakes conservation assessments and treatments, contributes to preventive conservation programs, and delivers collection care activities including exhibition support, storage, transport, and rehousing. The position collaborates with a broad range of internal and external stakeholders, provides specialist advice, supports capability development through training, and contributes to organisational priorities through cross-functional projects, public engagement activities, and support of exhibitions and collection work.

Duties

- carry out routine operation of all aspects of conservation and collection care to the highest professional standards, including condition assessments, hands-on treatments in preventative and interventive, risk management, preparation for exhibition and loans, transportation and storage.
- maintain conservation records and documentation on all treatments undertaken and prepare condition reports and advice on, new acquisitions, exhibition display, inward and outward loans, work activities and conservation project scheduling.
- liaise with Curatorial staff, Registration and other technical staff and support the Assistant Director in the conservation needs of the collection, including its display, packing and storage.
- provide expert advice on all matters relating to the conservation and care of the collection. This may include internal stakeholders, exhibition development, scheduling, storage, movement and transportation of the collection.
- participate, develop and contribute to conservation methodologies, technique and materials research relevant to the care of the collections as required.
- participate and support all conservation and preservation activities including design and manufacture of packing and display systems, design and maintenance of storage systems, integrated pest management, environmental control activities and disaster response.
- other duties as required.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.

- works in genuine partnership with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.
- communicates respectfully with Aboriginal and Torres Strait Islander stakeholders, clients, and colleagues.
- has an authentic and respectful interest in Aboriginal and Torres Strait Islander culture, policy, and implementation matters.

AIATSIS embodies Yindyamarra in everything we do.

Skills, knowledge and personal attributes

To be successful in this role, you will have substantial professional experience in conservation within a cultural institution, or community organisation. You will have a demonstrated understanding of the role of a major specialist collection in meeting the needs of Aboriginal and Torres Strait islander people.

You will come with the following skills, experience and attributes:

- professional qualifications and hands on training in Conservation is essential, including at least five years relevant professional experience. A specialisation in the conservation of paper based and bound material is highly desirable. Equivalent relevant skills and experience will be recognised.
- sound knowledge and practical experience in the conservation and care of cultural heritage collections, including an understanding of the appropriate care and management of Aboriginal and Torres Strait Islander people's cultural materials. This includes knowledge of Indigenous Cultural and Intellectual Property (ICIP), relevant cultural protocols, and cultural safety considerations.
- proven ability to apply established conservation and preservation principles, techniques and practices across a broad range of material types and collection preservation activities.
- demonstrated hands on experience and knowledge of collection care activities, including conservation treatment, collection storage, packing and transport, exhibition preparation, installation, and display.
- well-developed written and verbal communication and interpersonal skills, with the ability to build effective relationships and work collaboratively with a diverse range of stakeholders. Experience in providing training to a diverse range of people is highly regarded
- strong organisational, time management and problem-solving skills, with the ability to work independently, manage competing priorities, and deliver quality outcomes within agreed timeframes.
- demonstrated experience contributing to the development and improvement of work practices, policies and procedures. Experience using collection management systems and other collection management tools is highly regarded.

Notes

Applications close **11.30pm** Sunday 11 October 2026.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation
- Medical clearance (ongoing roles only)

This vacancy is being advertised concurrently under an affirmative measures and identified recruitment process. There is 1 position available.

Affirmative Measures positions

Jobs in the APS are open to all Australian citizens. There are some jobs, though, that are open only to specific members of the Australian population. This practice is known as an Affirmative measure and is a targeted strategy to ensure the diversity of the APS workforce reflects the diversity of the Australian population.

Any job can be restricted to Aboriginal and/or Torres Strait Islander people only, and it doesn't necessarily have to involve working on Indigenous issues. If a position has been advertised as an Affirmative measure, it will be clearly marked as such.

The use of the Indigenous Affirmative Measures provision at AIATSIS allows for targeted recruitment of Indigenous Australians into the organisation. If you are applying for an Affirmative Measures position, you will need to indicate your Aboriginal and/or Torres Strait Islander heritage on our application form and provide confirmation if required.

What is Cultural Capability?

As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander

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

To Apply

Position Contact	Clare Potts, 02 6129 3910
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0772842

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date: Sunday 11 October 2026

Collection Services Group
Collection Development & Care

Job Title	Conservator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$99,734 - \$111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements may be negotiated with the successful candidate
Classification	APS Level 6
Position Number	61_09/26
Agency Website	https://aiatsis.gov.au/

Job Description

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

This is an Identified position open to all Australian Citizens

About the Group

The Collections Services Group is responsible for the development, management, preservation and provision of access to the AIATSIS Collection at both Maraga (Canberra) and Mparntwe (Central Australia) sites. The Group manages, describes, preserves, digitises and provides access to the AIATSIS Collection.

About the Program Area

The Collection Development & Care Program is responsible for building, documenting and maintaining the AIATSIS Collection to ensure its long term preservation and accessibility. The program acquires new collection materials in line with AIATSIS' legislative function and strategic priorities and ensures appropriate description, cataloguing and metadata standards are applied. The program includes the Rights and Policy Unit, the Acquisition, Registration and Cultural Gifts Unit and the Curatorial, Exhibition, Conservation and Loans Unit. Key operational activities include developing, conserving and preserving Aboriginal and Torres Strait Islander cultural heritage material in the AIATSIS collection in a culturally safe way. Engaging with donors and depositors to expand the collection, curating domestic and international display and exhibitions (both online and

physical), implementing collection care practices, facilitating loans and managing the rights and policy environment of the AIATSIS collection.

Role Summary

This role requires a qualified and experienced Conservation professional, who will be responsible for the care and preservation of the AIATSIS Collection. Working as part of a small multidisciplinary team, the role undertakes conservation and collection care activities across a broad range of material types in response to operational priorities. The Conservator provides specialist conservation expertise to support the preservation, accessibility, and long-term care of the collection. The role undertakes conservation assessments and treatments, contributes to preventive conservation programs, and delivers collection care activities including exhibition support, storage, transport, and rehousing. The position collaborates with a broad range of internal and external stakeholders, provides specialist advice, supports capability development through training, and contributes to organisational priorities through cross-functional projects, public engagement activities, and support of exhibitions and collection work.

Duties

- carry out routine operation of all aspects of conservation and collection care to the highest professional standards, including condition assessments, hands-on treatments in preventative and interventive, risk management, preparation for exhibition and loans, transportation and storage.
- maintain conservation records and documentation on all treatments undertaken and prepare condition reports and advice on, new acquisitions, exhibition display, inward and outward loans, work activities and conservation project scheduling.
- liaise with Curatorial staff, Registration and other technical staff and support the Assistant Director in the conservation needs of the collection, including its display, packing and storage.
- provide expert advice on all matters relating to the conservation and care of the collection. This may include internal stakeholders, exhibition development, scheduling, storage, movement and transportation of the collection.
- participate, develop and contribute to conservation methodologies, technique and materials research relevant to the care of the collections as required.
- participate and support all conservation and preservation activities including design and manufacture of packing and display systems, design and maintenance of storage systems, integrated pest management, environmental control activities and disaster response.
- other duties as required.

Eligibility

Cultural capability - essential

Roles at AIATSIS require candidates to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communications skills. The nature of this role requires the candidate to consistently demonstrate the following specific cultural capabilities:

- understand Aboriginal and Torres Strait Islander business within the agency and the outcomes the agency is responsible for delivering.
- works in genuine partnership with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.

- communicates respectfully with Aboriginal and Torres Strait Islander stakeholders, clients, and colleagues.
- has an authentic and respectful interest in Aboriginal and Torres Strait Islander culture, policy, and implementation matters.

AIATSIS embodies Yindyamarra in everything we do.

Skills, knowledge and personal attributes

To be successful in this role, you will have substantial professional experience in conservation within a cultural institution, or community organisation. You will have a demonstrated understanding of the role of a major specialist collection in meeting the needs of Aboriginal and Torres Strait islander people.

You will come with the following skills, experience and attributes:

- professional qualifications and hands on training in Conservation is essential, including at least five years relevant professional experience. A specialisation in the conservation of paper based and bound material is highly desirable. Equivalent relevant skills and experience will be recognised.
- sound knowledge and practical experience in the conservation and care of cultural heritage collections, including an understanding of the appropriate care and management of Aboriginal and Torres Strait Islander people's cultural materials. This includes knowledge of Indigenous Cultural and Intellectual Property (ICIP), relevant cultural protocols, and cultural safety considerations.
- proven ability to apply established conservation and preservation principles, techniques and practices across a broad range of material types and collection preservation activities.
- demonstrated hands on experience and knowledge of collection care activities, including conservation treatment, collection storage, packing and transport, exhibition preparation, installation, and display.
- well-developed written and verbal communication and interpersonal skills, with the ability to build effective relationships and work collaboratively with a diverse range of stakeholders. Experience in providing training to a diverse range of people is highly regarded
- strong organisational, time management and problem-solving skills, with the ability to work independently, manage competing priorities, and deliver quality outcomes within agreed timeframes.
- demonstrated experience contributing to the development and improvement of work practices, policies and procedures. Experience using collection management systems and other collection management tools is highly regarded.

Notes

Applications close **11.30pm** Sunday 11 October 2026.

The successful candidate/s will need to undergo:

- Police check
- 6 month probation
- Medical clearance (ongoing roles only)

This vacancy is being advertised concurrently under an identified and affirmative measure recruitment process. There is 1 position available.

Identified positions

Identified positions are roles that require people to understand the issues affecting Indigenous Australians and a proven ability to communicate sensitively with them. These requirements are generally for jobs that involve providing services or developing policies for Indigenous Australians, and/or direct interaction with Indigenous communities.

Identified positions are crucial in ensuring that the APS has the right people working on initiatives to improve the delivery of services and close the gap between Indigenous and non-Indigenous Australians and are open to all Australian citizens.

At AIATSIS all positions are Identified positions where candidates are required to demonstrate an understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them. You must provide the name and contact details of an Aboriginal and Torres Strait Islander referee. This referee will be contacted to determine your cultural capability.

What is Cultural Capability?

As all positions at AIATSIS are 'Identified' each position will have various elements of involvement with the delivery of Indigenous specific services, programs, and policies as part of AIATSIS core functions. AIATSIS therefore needs to also identify the cultural knowledge; skills and personal attributes needed to deliver the required outcomes.

Every part of how we work, who we work with and for, requires varying levels of knowledge of Aboriginal and Torres Strait Islander cultures, protocols and an understanding of issues that enable effective communication and ultimately effective performance in the role. To assist you in determining the required cultural capabilities of this role, you can refer to the Aboriginal and Torres Strait Islander Cultural Capability – A Framework for Commonwealth Agencies.

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

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	Clare Potts, 02 6129 3910
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0772658

Department of the Prime Minister and Cabinet Closing Date: Sunday 11 October 2026

Digital, Security and Workplace Operations
Enterprise Technology and Security Executive Government Security

Job Title	Regional Security Coordinator, Enterprise Technology and Security Branch
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Perth WA
Salary	\$101,657 - \$114,239
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
Classification	APS Level 6
Position Number	PMC/2026/098
Agency Website	

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

Who we are

The Executive Government Security Team is part of the Enterprise Technology and Security Branch which sits within the Digital, Security and Workplace Operations Division. We have a number of staff spread across multiple locations and whilst you may work remotely, you are part of a larger team that are always available to offer support and guidance. We are responsible for providing accurate, timely security advice and working with other teams across the department to ensure the security of our people, information and assets.

What you will do

The Security Coordinator position provides critical support to senior Commonwealth and Government officials. This position reports to the Assistant Director of Security and is primarily responsible for operations of the Department of the Prime Minister and Cabinet facilities within the Commonwealth Parliamentary Offices.

This role includes support to PM&C's technical security capability, the provision of bespoke information security solutions and the operation of a range of communications equipment designed to provide the Cabinet and the office of the Prime Minister with real-time access to sensitive and classified information.

The successful applicant will demonstrate the ability to communicate to a wide range of stakeholders, have excellent time-management skills and be able to prioritise competing and at times urgent tasks. This position requires a self-motivated, professional and personable individual with a strong commitment to service delivery. The successful applicant will also be required to update and maintain standard operating procedures for restricted workspaces and ensure procedures are being correctly adhered to.

The role requires staff to have the ability to undertake ad-hoc after-hours work, and domestic and international travel may be required.

Duties

Our ideal candidate will perform at the APS6 level in accordance with the [PM&C Performance model](#).

As the ideal candidate, you will have:

- Ability to communicate with a wide range of stakeholders

- Experience in electronic access control systems and providing security support
- Excellent time management skills with the judgement to manage competing priorities with limited supervision,
- Experience operating secure government ICT systems,
- Display a demonstrated commitment to relationship management skills, and
- Prior experience in SCIF management

Technical security experience and a good understanding of security risk management 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.

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

Ongoing & Non-ongoing (for a period up to 24 months)

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 advertising 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	Michael Mullens, +61 419 142 653
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0772771

National Indigenous Australians Agency

Closing Date:Monday 05 October 2026

Corporate
Business Operations Support Security

Job Title	Physical Security Practitioner, Business Operations Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	\$76,523 - \$79,707
Future Merit Locations	Woden, 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	APS Level 3
Position Number	NIAA/2026/047
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=E352D8B3-2E34-8E77-D394-ED4D45502D72>

This role provides an opportunity to contribute to the delivery of security services in a fast-paced and collaborative environment. You will support initiatives that strengthen organisational security, assist in managing risks and help improve processes and customer service outcomes. Working closely with internal and external stakeholders, you will play an important part in maintaining the integrity and security of the organisation's workforce.

The key responsibilities of this role include, but are not limited to:

- manage and process Service Portal requests, ensuring timely and accurate resolution of enquiries
- facilitate Australian Parliamentary Pass applications and access card arrangements for staff
- complete Certificates of Suitability and process requests for access to external agency resources
- administer Leave Without Pay (LWOP) processes in accordance with security requirements
- support the management of security clearances through the myClearance system, including monitoring applications and following up pending short-term clearances before access expiry dates
- coordinate and track Nationally Coordinated Criminal History Checks and other personnel security requirements

- create and maintain Personnel Security System (PSS) profiles, ensuring accurate data entry and record keeping
- process personnel onboarding and offboarding activities, including access management and security-related requirements
- assess and action temporary access requests for staff and contractors
- develop and maintain Standard Operating Procedures (SOPs) to support consistent and efficient business processes
- provide advice and guidance to staff on internal security policies, procedures and compliance obligations
- support the Physical Security Team during periods of high demand, including maintaining incident records, updating security registers and assisting with operational activities
- maintain security management records, registers, site management lists and associated documentation to ensure data integrity and accuracy
- provide high-quality client service to internal and external stakeholders, responding to enquiries and resolving operational issues
- manage diaries, email correspondence and documentation, ensuring effective coordination and prioritisation of business activities
- coordinate meetings and events, including preparing agendas, recording minutes and monitoring action items
- undertake records management and filing activities, ensuring information is accurate, complete and compliant with recordkeeping requirements
- perform a range of administrative and operational support tasks as required

Duties

We are seeking a reliable and motivated team member who demonstrates strong communication skills, attention to detail and a commitment to providing high-quality service.

The successful candidate will demonstrate:

- strong administrative and organisational skills with exceptional attention to detail
- experience managing sensitive or confidential information
- excellent written and verbal communication skills
- ability to build productive relationships with internal and external stakeholders
- demonstrated ability to manage competing priorities and meet deadlines
- experience in personnel security, clearances, access management or related administrative functions will be highly regarded
- proficiency in Microsoft Office applications and record management systems.

The successful candidate will be required to:

- obtain and maintain a Negative Vetting Level 1 (NV1) security clearance, if not already held
- successfully complete and attain a Certificate IV in Government Security (Personnel Vetting).

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 advertising 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	Tania Honneysett, 0476 053 590
Agency Recruitment Site	https://niaa.nga.net.au/?jati=E352D8B3-2E34-8E77-D394-ED4D45502D72

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Prime Minister and Cabinet

Vacancy VN-0772830

Office of the Official Secretary to the Governor-General

Closing Date: Thursday 01 October 2026

Job Title	Senior Writer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Yarralumla ACT, Kirribilli NSW
Salary	\$124,302 - \$134,204
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Office arrangements may be negotiated
Classification	Executive Level 1
Position Number	199
Agency Website	https://www.gg.gov.au/office-official-secretary-governor-general

Job Description

<https://www.gg.gov.au/office-official-secretary-governor-general/recruitment>

The Engagement and Communications Branch supports the Governor-General in the delivery of constitutional, ceremonial, community and international responsibilities through the provision of strategic communications, stakeholder engagement and program support.

The Senior Writer is responsible for researching, developing and preparing speeches, speaking notes, messages, remarks and other written material that support the Governor-General's program of engagements. Working closely with Program, Communications and Executive support teams, the role ensures speeches and written content are informed by the purpose and objectives of engagements, stakeholder expectations, current issues and the Governor-General's priorities.

The position requires a highly skilled researcher and writer who can synthesise information from a broad range of sources, provide strategic advice on speech content and messaging, and produce a high-volume of accurate, engaging and high-quality written material within tight timeframes.

Duties

Under limited direction, the role will be responsible for the following key responsibilities and tasks:

- Research, analyse and synthesise information from a broad range of sources to write speeches, messages, remarks and other materials for the Governor-General.
- Work closely with Program team members to understand the purpose, audience, context and desired outcomes for engagements and events.
- Develop speech content that reflects the Governor-General's priorities, key themes, current issues and stakeholder interests.
- Liaise with government agencies, ministerial offices, patron organisations, community groups, cultural institutions and other stakeholders to obtain information and verify content.
- Prepare briefing notes, key messages, speech outlines, talking points and other written products to support official engagements and appearances.
- Conduct background research on organisations, events, communities, sectors and emerging issues relevant to the Governor-General's program.
- Coordinate the review, clearance and finalisation of written materials, ensuring accuracy, consistency and adherence to required standards.
- Contribute strategic communications advice and content development activities that support broader organisational objectives and public engagement initiatives.
- Identify opportunities to enhance the quality, relevance and effectiveness of speeches and written materials through continuous improvement and feedback.

Eligibility

The successful candidate must:

- be an Australian citizen at the time of application

- be willing to undergo a Nationally Coordinated Criminal History Check (NCCHC) prior to an offer made
- be able to obtain and maintain a Baseline security clearance for the duration of employment; and
- take reasonable steps to avoid any real, potential or perceived conflict of interest in connection with their employment with the Office, and disclose any material personal interests that may result in a conflict of interest.

Notes

Employment with the Office is in accordance with section 13 of the Governor-General Act 1974. Ongoing APS employees engaged under the Public Service Act 1999 are entitled to leave without pay to undertake employment with the Office of the Official Secretary to the Governor-General. In accordance with section 67 of the Australian Public Service Commissioner's Directions 2022, the employee's agency head must grant this leave and, on completion of their employment with the Office, provide employment at the employee's substantive classification 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	Liz Potter, 0447 476 619
Agency Recruitment Site	https://www.gg.gov.au/office-official-secretary-governor-general/recruitment

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Prime Minister and Cabinet

Vacancy VN-0772768

Torres Strait Regional Authority

Closing Date:Friday 02 October 2026

Job Title	Travel Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD
Salary	\$88,834 - \$96,829
Future Merit Locations	Thursday Island
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 5
Position Number	T01994
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

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

This role leads TSRA's Travel Team which is critical to enabling TSRA's programs and stakeholders to deliver against their objectives by providing timely, accurate and quality travel administration services.

The Travel Team Leader leads a small team, responsible for supporting TSRA employees, Board Members and approved guest travellers in their official domestic and overseas travel requirements. This role works with the Travel Officers to arrange travel in accordance with TSRA's travel policies and procedures.

The Travel Team Leader is accountable for managing travel requests that involve complexity, including large group bookings and organising Board Member travel under relevant Remuneration Tribunal provisions.

Under general direction, the incumbent will liaise with external travel providers, administer requests for travel services, respond to requests for information and provide travel information support to TSRA travellers.

As a key member of a small team, the role requires interaction across all TSRA's Program areas.

Staff housing is not available

Duties

The Travel Team Leader has duties that include, but are not limited to the following activities:

- Lead, train, monitor and guide TSRA's Travel Team in accordance with expected behaviors and values.
- Use TSRA's travel and expense management system (expense8) and TSRA's travel booking platform (CTM) to arrange travel bookings, calculate travel allowances and seek appropriate approvals.
- Manage the acquittal of all travel credit cards in line with the current credit card policy.
- Provide appropriate guidance to TSRA travellers on policy and procedural matters relevant to TSRA's Travel Policies and Procedures and Whole Government Procurement (WoAG) Arrangements.
- Monitor travel requests, ensuring TSRA is complying with relevant government legislation and policy.

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 advertising agency.

About the Torres Strait Regional Authority

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

To Apply

Position Contact	Wahidah Nicholson, 07 4069 0725
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%

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National Disability Insurance Agency

Closing Date: Monday 05 October 2026

Legal Division
Agency Legal Services, Dispute Resolution and Litigation, and Public Law,
Legislation and Practice

Job Title	General Manager, Legal/Chief Counsel
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Geelong VIC, Brisbane QLD
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	Senior Executive Service Band 2
Position Number	1004_09/26_EXT
Agency Website	https://www.ndis.gov.au

Job Description

<https://www.beaumontandbeaumont.com.au/11781>

The Legal, Actuarial, Governance and Reviews Group sits at the centre of the National Disability Insurance Agency's (NDIA) stewardship of the National Disability Insurance Scheme (NDIS). The Group supports lawful, consistent and accountable decision-making across the Agency, helping to ensure the Scheme operates with integrity, transparency and a strong focus on participant outcomes.

The Group partners with leaders across policy, service delivery, service design, technology, governance and corporate functions to provide expert advice and assurance on legal, actuarial, governance and review matters. It plays a critical role in supporting the Agency's reform agenda and ensuring decisions align with legislative requirements, governance frameworks and the intent of the NDIS.

The NDIA operates in one of Australia's most complex public policy environments. The Agency supports more than 750,000 Australians with disability through the NDIS while implementing significant reforms to ensure the Scheme remains sustainable, effective and focused on delivering high-quality outcomes for participants.

Within the Group, the Legal Division provides trusted legal services and participant-centred dispute resolution. The Division supports NDIS reform activities through expert legal advice and guidance, helping to ensure lawful, fair and consistent decision-making across the Agency. The Division comprises three branches responsible for Agency Legal Services, Dispute Resolution and Litigation, and Public Law, Legislation and Practice.

This full-time role can be undertaken from Canberra, Sydney, Melbourne, Geelong or Brisbane.

Duties

The successful candidate for the position of General Manager, Legal/Chief Counsel will demonstrate the capability to:

- Provide authoritative legal leadership and strategic counsel to the Chief Executive Officer, Executive Leadership Team, Board and senior executives on complex, high-profile and sensitive matters.
- Lead the Agency's legal function to deliver clear, timely and practical legal advice on legislative interpretation, administrative law, litigation, governance, information release and operational decision-making.
- Ensure Agency decisions, policies and practices are legally sound, procedurally fair and aligned with statutory obligations and the objectives of the NDIS legislation.
- Support the implementation of major Scheme reforms by translating legislative and policy changes into practical legal frameworks, operational guidance and effective governance arrangements.
- Build trusted relationships across government and with key external stakeholders to influence lawful, consistent and accountable decision-making.
- Manage legal risk and strengthen governance, assurance and integrity frameworks across the Agency.
- Lead and develop a high-performing legal team, fostering a culture of collaboration, professionalism and continuous improvement.
- Provide independent, balanced and solutions-focused advice that balances legal risk, policy intent, operational realities and participant outcomes.

In addition, the APS Values and the Secretaries' Charter of Leadership Behaviours set out the expected behaviours for all Senior Executive Service leaders. The successful candidate will demonstrate leadership that promotes integrity, accountability, inclusion and respectful workplace behaviour.

Eligibility

Application instructions

To apply, please apply via the application portal at www.beaumontandbeaumont.com.au/11781. Your application should include:

- A current resume
- A succinct pitch (maximum 750 words)

Your pitch is your opportunity to tell us why you are the right candidate for this role, why you want to work in the General Manager, Legal/Chief Counsel role and what you can contribute. Make sure to highlight relevant examples and accomplishments that show your ability to deliver at the SES Band 2 level. Your pitch needs to demonstrate that you have the capabilities, skills and attributes as stated in the 'About you' section.

We also encourage you to review the [Senior Executive Service \(SES\) Performance Framework](#) available on the APSC website to support your application, noting expectations to deliver outcomes while demonstrating the experience, capability and capacity to operate strategically and role-model APS Values and DRIVE behaviours. You can use the SES Band 2 Leadership Profile from the Integrated Leadership System and the Work Level Standards to ensure your application is pitched at the appropriate level and clearly demonstrates your capability against the expectations of the role.

For a confidential discussion about the role, please contact **Jonathan Beaumont** on **(02) 6126 4500** or email NDIA@beaumontandbeaumont.com.au.

Applications close on **Monday 5 October 2026**

Eligibility

To be eligible for employment with the NDIA, applicants must be Australian citizens. Successful applicants must obtain and maintain an Australian Government security clearance at the Negative Vetting 1 level and may be required to undertake an NDIS Worker Screening Check where applicable.

Legal qualifications and admission as a legal practitioner in Australia are mandatory requirements for this role. Experience in government, administrative law, litigation, statutory interpretation, social policy or human services will be highly regarded.

The NDIA is committed to building an inclusive and diverse workforce and welcomes applications from people with disability, Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, LGBTIQ+ people, mature-aged workers and carers.

Notes

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

About the 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	Jonathan Beaumont, 02 6126 4500
Agency Recruitment Site	https://www.beaumontandbeaumont.com.au/11781

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Climate Change, Energy, the Environment and Water

Vacancy VN-0772831

Bureau of Meteorology

Closing Date:Friday 02 October 2026

Australian Climate Service

Job Title	Manager Communications, ACS
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Sydney NSW, Canberra ACT, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	\$140,675 - \$157,243
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	Executive Level 2
Position Number	60018281
Agency Website	

Job Description

<https://bomcareers.nga.net.au/>

The Australian Climate Service seeks a strong leader in communications who has a track record for delivering results in a dynamic and innovative environment.

Reporting to the Executive Operating Officer of the Australian Climate Service, the Manager Communications will form part of the ACS's Senior Leadership team and will be accountable for all strategic communications aspects of the Australian Climate Service.

The Australian Climate Service is a virtual agency with a complex operating environment encompassing the Bureau of Meteorology as the accountable authority and harnessing the expertise of the four partner organisations to deliver on its mission, vision, and purpose. The Manager Communications and Engagement is responsible for overseeing and implementing communications strategies to engage our stakeholders and plays a key role in ensuring the ACS is delivering on its goals.

Duties

The responsibilities of the role include but are not limited to:

- Strategic communications planning: Develop and Implement strategic communications plans to support the ACS's goals and objectives.
- Internal communications: Develop and implement internal communications strategies to inform and engage employees across the ACS partnership.
- External communications and media: Work with the Bureau of Meteorology's and ACS partners' Communications and Media teams to develop and implement external communications strategies for all external audiences, including responding to media enquiries and questions from external audiences.
- Stakeholder engagement: collaborate on the development and implementation of strategic engagement plans to ensure that ACS staff engage with key stakeholders (including employees, partners, customers and government agencies) to build and maintain positive relationships.
- Brand management: Develop a strategic channel management and implement brand guidelines. Ensure consistent and effective communication of the ACS brand across various channels.
- Content creation and website: Coordinate the development of compelling and informative content for the website and other channels and ensure consistent use of brand guidelines.
- Measurement and Evaluation: Track and measure the effectiveness of communication activities in support of the ACS strategy and performance framework using data-driven insights and relevant metrics and analytics.
- 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.

Eligibility

Tertiary qualification in communications, public relations, journalism or a related discipline, from an Australian educational institution, or a comparable overseas qualification; or equivalent relevant professional experience.

Desirable: Experience in government, science or multi-agency communications, including communicating complex technical information. Knowledge of, or exposure to, climate and disaster risk, resilience, adaptation, emergency management, or related fields would be highly regarded.

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Lovejoy Monis, 0422 954 563
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Communications and the Arts

Vacancy VN-0772697

Australian Communications and Media Authority

Closing Date: Sunday 04 October 2026

Consumer
Various Various

Job Title	Assistant Manager - Compliance and Enforcement
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Melbourne VIC, Pyrmont NSW
Salary	\$121,755 - \$134,116
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	Executive Level 1
Position Number	1838-2026-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

The **Consumer Division** manages policy, compliance and enforcement matters relating to telecommunications consumer safeguards, telephone numbering, unsolicited communications, including enforcing Australia's spam and telemarketing laws and scam reduction activities.

The **Telecommunications Safeguards and Numbers Branch** has three sections: Telecommunications Compliance & Enforcement; Telecommunications Performance & Regulation; and Numbering Policy and Regulation.

The **Telecommunications Compliance and Enforcement Section** is responsible for detecting, addressing and preventing harms to telecommunications consumers at any stage of the telecommunications consumer experience. Our work includes promoting and enforcing industry compliance with telecommunications consumer safeguards and key ACMA compliance and enforcement priorities, including financial hardship; domestic, family and sexual violence; and broader telecommunications consumer protections.

The **Triple Zero Branch** has three sections: Triple Zero Policy Section, Triple Zero Custodian and Support Section, and the Triple Zero Compliance and Enforcement Section.

The **Triple Zero Compliance and Enforcement Section** is predominately responsible for monitoring compliance with the various legislative instruments that support Australia's access to the emergency call service. Our work includes assessing network outages, incidents, and consumer complaints for potential non-compliance, conducting investigations with telcos, and proactively promoting industry compliance with the regulatory framework.

About the role

Any given day at the ACMA is likely to involve connection and collaboration with people in your own team and other teams, keeping on top of interesting and fast-moving topics, thinking

creatively about how to solve problems and improve the way we do things, and demonstrating initiative and a 'can-do' approach. We are never too busy to offer and provide support to each other.

As an **Assistant Manager** you will play an important role in supporting consumer trust and confidence in telecommunications services. The role includes the management and leadership of a small teams of staff conducting regulatory activities. The role will include developing staff, providing guidance and leading investigations, compliance and enforcement and other regulatory activities.

You will be expected to contribute across the division when necessary and as opportunities arise, including by working collaboratively with teams responsible for compliance and enforcement, regulatory policy and other functions relevant to consumer safeguards and regulatory obligations.

You will use a range of regulatory tools to improve consumer trust, confidence and safety in telecommunications services.

Duties

- leading compliance assessments and investigations, and preparing notices, investigation reports and recommendations for senior decision makers, and managing investigators in the delivery of these actions
- gathering and analysing intelligence about consumer harms from a variety of sources to identify compliance trends, risks and emerging compliance issues. This includes engaging with external parties including regulated entities and consumer groups about consumer harms and compliance issues, and responding to consumer and industry queries
- contributing to the review and development of regulatory instruments, drawing on the outcomes of compliance activities, and staying informed of new policy and technology developments, and
- supervising, guiding, mentoring and developing investigators, and making positive and constructive leadership contributions to the Section, Branch, Division and organisation.

Eligibility

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

The successful candidate will also be required to obtain and maintain a **Baseline security clearance**. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\)](#) website.

Notes

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

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

About the Australian Communications and Media Authority

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

To Apply

Position Contact	Bronwen Jennings, (03) 9963 6737
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0772766

National Museum of Australia

Closing Date: Sunday 11 October 2026

Collection and Curatorial
Curatorial

Job Title	Curator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$88,834 - \$96,829
Future Merit Locations	
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 5
Position Number	150210
Agency Website	https://www.nma.gov.au/about/employment

Job Description

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

Role purpose

The Museum is seeking a motivated professional with relevant experience to join the Curatorial team. The Museum aims to inspire, challenge, and empower people to find their voice and place in the world. The successful candidate will play a key role in delivering the Museum's goal of being a leading national forum for discussions about Australian history, and a world leader in audience engagement.

The Curatorial team researches and explores innovative ideas related to Australian history and collections. Curators work across a range of subjects/disciplines, platforms and outputs (exhibitions, digital, online, publications, presentations, seminars and events) to develop content and engage with audiences on topics that align with the Museum's strategic priorities.

Working under general direction, this role offers the opportunity for the right candidate to contribute their research knowledge and develop their curatorial experience with a range of different exhibitions, activities, collections and programs.

Duties

In accordance with APS work level standards, the core responsibilities for the role include:

- Under general direction, deliver curatorial projects including object-based research and interpretation, exhibitions, displays, digital projects, online content, and acquisitions, ensuring outcomes are research-informed and audience-focused.
- Apply conceptual and analytical thinking to develop curatorial ideas, narratives, and interpretive approaches for diverse audiences that enhance public understanding of Australian history and culture.
- Undertake and deliver quality research and interpretation, producing written and digital content for exhibitions, acquisitions and collections, publications, and public engagement.
- Contribute to the development, documentation, and care of the collection in accordance with institutional policies, standards, and ethical practice.
- Build and maintain effective relationships with donors, communities, researchers, and internal stakeholders to support curatorial and organisational outcomes.
- Apply culturally informed and ethical practice through respectful engagement with First Nations peoples, demonstrating an understanding of Indigenous Cultural and Intellectual Property (ICIP) rights and relevant emerging frameworks in the development of collections, research, programs and interpretation.
- Contribute curatorial and subject-matter expertise in the areas of Australian history and museological practice to inform acquisitions, exhibitions and institutional decision-making.
- Manage work priorities and projects to deliver outcomes within agreed timeframes, managing competing demands with limited supervision.
- Uphold APS Values and the Code of Conduct, demonstrating integrity, professionalism and accountability in all aspects of work.
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum's WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011.

Eligibility

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

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

The Museum is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander peoples and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

RecruitAbility applies to this vacancy. Applicants who opt in to RecruitAbility will be invited to participate in further assessment activities.

The Museum is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

Notes

Applicants must prepare and submit a 2-page pitch addressing their suitability for the role against the Key accountabilities and Skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Applications close 11:59pm, Sunday 11 October 2026

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	Suzanne Gibson, 6208 5315
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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